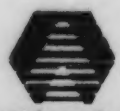
OCTOBER 2000

A Vision for the Future

Supplement

Regulations and Orders



Alberta Apprenticeship and Industry Training

Excellence through training and experience

Alberta

LEARNING

Apprenticeship and Industry Training Board

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Introduction

The Alberta Apprenticeship and Industry Training Board (Board), in partnership with Alberta Learning (department), are completing the regulatory review of regulations under the *Apprenticeship and Industry Training Act*. The Alberta Legislative Assembly passed the *Apprenticeship and Industry Training Amendment Act, 2000* in Spring 2000. These amendments will come into effect on January 1, 2001. Regulations for the amended Act have been proposed and are also expected to come into effect January 1, 2001.

This paper is a supplement to the document *A Vision for the Future, **keeping you informed**..., Final Phase, September 2000*. Finalizing the proposed regulations and Board orders described in this ***Supplement*** marks the last phase in implementing the recommendations from *A Vision for the Future* and sets in place a streamlined regulatory framework for apprenticeship and industry training in Alberta. The framework will enable the Board to maintain Alberta's high industry standards while increasing the responsiveness of Alberta's apprenticeship and industry training system to industry needs.

Providing Your Input

Copies of ***keeping you informed*** and the ***Supplement*** are available

⇒ on the Internet at http://www.tradesecrets.org in The Library, or

⇒ by contacting the apprenticeship and industry training office nearest you. Please see next page for listing.

⇒ by contacting

The Alberta Apprenticeship and Industry Training Board
10th floor, Commerce Place
10155–102 Street
Edmonton, Alberta, T5K 1C5 phone: 780-427-5806

We welcome your feedback and encourage you to respond by using the comment form provided in the middle of this document. You may also provide written comments to the address above, or respond on the Internet at http://www.tradesecrets.org in The Library.

Please provide your input as soon as possible and no later than November 17, 2000.

Next Steps

The Alberta Apprenticeship and Industry Training Board and Alberta Learning will consider the input from this review and recommend changes to the proposed regulations and orders. We expect the regulations and orders to come into effect January 1, 2001. This is when the amendments to the Act come into effect.

Apprenticeship and industry training offices

For toll-free long distance access from anywhere in Alberta dial 310 - 0000 and then enter the provincial government number you wish to reach.

Bonnyville Career Development Centre
New Park Place, Box 8115
5201-44 Street
Bonnyville, AB, T9N 2J4
Tel: (780) 826-4175
Fax: (780) 826-1904
Email: AIT.Bonnyville@gov.ab.ca

Calgary Career Development Centre
7th Floor, Century Park Place
855-8th Avenue SW
Calgary, AB, T2P 3P1
Tel: (403) 297-6457
Fax: (403) 297-4492
Email: AIT.Calgary@gov.ab.ca

Calgary Canada - Alberta Service Centre
Fisher Park II
100-6712 Fisher Street SE
Calgary, AB, T2H 2A7
Tel: (403) 297-3100
Fax: (403) 297-3799
Email: AIT.Calgary@gov.ab.ca

Edmonton Career Development Centre
7th Floor, South Tower
Seventh Street Plaza
10030-107th Street
Edmonton, AB, T5J 4X7
Tel: (780) 427-8517
Fax: (780) 422-3734
Email: AIT.Edmonton@gov.ab.ca

Fort McMurray Canada-Alberta Service Centre
Box 19, 7th Floor, Provincial Building
9915 Franklin Avenue
Fort McMurray, AB, T9H 2K4
Tel: (780) 743-7150
Fax: (780) 743-7492
Email: AIT.FortMcMurray@gov.ab.ca

Grande Prairie Canada-Alberta Service Centre
Suite 100, Towne Centre Mall
9845–99 Avenue
Grande Prairie, AB, T8V 0R3
Tel: (780) 538-5240
Fax: (780) 538-5237
Email: AIT.GrandePrairie@gov.ab.ca

Vermilion Career Development Centre
Box 26, 1st Floor, Provincial Bldg.
4701-52 Street
Vermilion, AB, T9X 1J9
Tel: (780) 853-8150
Fax: (780) 853-8203
Email: AIT.Vermilion@gov.ab.ca

Hinton Career Development Centre
Yellowhead Building
437 Gregg Avenue
Hinton, AB, T7V 1N1
Tel: (780) 865-8293
Fax: (780) 865-8269
Email: AIT.Hinton@gov.ab.ca

Lethbridge Canada-Alberta Service Centre
Room 280, Provincial Building
200-5th Avenue South
Lethbridge, AB, T1J 4C7
Tel: (403) 381-5380
Fax: (403) 381-5795
Email: AIT.Lethbridge@gov.ab.ca

Medicine Hat Canada-Alberta Service Centre
104 Provincial Building
346-3rd Street SE
Medicine Hat, AB, T1A 0G7
Tel: (403) 529-3580
Fax: (403) 529-3564
Email: AIT.MedicineHat@gov.ab.ca

Peace River Career Development Centre
9715-100th Street
Bag 900-28
Peace River, AB, T8S 1T4
Tel: (780) 624-6529
Fax: (780) 624-6476
Email: AIT.PeaceRiver@gov.ab.ca

Red Deer Canada-Alberta Service Centre
3rd Floor, First Red Deer Place
4911-51 Street
Box 302
Red Deer, AB, T4N 6V4
Tel: (403) 340-5151
Fax: (403) 340-5153
Email: AIT.Reddeer@gov.ab.ca

Slave Lake Canada-Alberta Service Centre
Box 787, Lakeland Centre
101 Main Street SE
Slave Lake, AB, T0G 2A0
Tel: (780) 849-7290
Fax: (780) 849-7356
Email: AIT.SlaveLake@gov.ab.ca

Section 1

Apprenticeship and Industry Training Administration Regulation

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Summary of Proposed Apprenticeship and Industry Training Administration Regulation

Subject	Proposed Regulation	Existing Regulations	Comments
GENERAL			
Regulations combined	This regulation, the *Apprenticeship and Industry Training Administration Regulation*, consolidates 5 existing regulations. It governs • the designation of trades and occupations • local and provincial apprenticeship committees • provisional committees • occupational committees, and • the administration of apprenticeship	Currently, there are five separate regulations: • Designation of Trades and Occupations Regulation, AR 387/91 • Trades Committees Appointment Regulation, AR 392/91 • Apprenticeship Training Regulation, AR 2/92 • Authorization to Work Regulation, AR 390/91 • Designated Occupation Administration Regulation, AR 391/91	A consolidated regulation • makes it easier for users to find the information they need and • allows for removal of unnecessary existing duplication.
Removal of process detail	Most process detail has been removed from regulation.	The existing regulations contain more process detail than is required in regulation. The process details being removed are set out on pages 7 and 8.	Process detail is removed in accordance with the recommendation of the Alberta Apprenticeship and Industry Training Board. This information will be readily available through print and electronic materials. This includes application forms and packages, brochures and program booklets. Process detail will also be posted on the Internet at www.tradesecrets.org
Replacement of documents	The Minister may replace certificates and other documents. ***Section 2***	Same	This ensures that the Minister retains discretion in replacing certificates.

Summary of Proposed Apprenticeship and Industry Training Administration Regulation

Subject	Proposed Regulation	Existing Regulations	Comments
Application for designation of trade	Application may be made to have an occupation designated as a trade, or to rescind or change a trade designation. ***Section 3***	Same	Designation of trades is a response to industry needs.
Review by Board	An application for a designated trade is to be referred to the Board for review (one step process). ***Section 4***	The Board is required to conduct a preliminary review and advise the Minister if the application has sufficient merit to proceed and, if so, to proceed with the review (two step process).	A one step process streamlines the review process.
TRADES			
Criteria for designation of trades	The criteria for the Board's review of an application for the designation of both optional and compulsory certification trades have been added to the regulation. ***Sections 5, 6***	There are no designation criteria in regulation.	The criteria for the Board's review of applications for the designation of optional and compulsory certification trades were set by the Board and approved by the Minister in the Fall of 1998.
Consultation	The Board is required to consult with interested parties when considering an application for designation of both optional and compulsory certification trades. ***Section 7***	Consultation is mandatory for compulsory certification trades but is optional for optional certification trades.	All interested parties should have an opportunity to provide input when an application for designation of a trade is being considered.
Provisional committees - establishment and composition	The Board is authorized to establish provisional committees. The composition of provisional committees is prescribed. The payment of remuneration and expenses for provisional committee members is authorized. ***Sections 8, 9***	Same	Provisional committees, composed of industry representatives, develop the training and the certification standards that are put into place when designation of a trade takes effect.

Summary of Proposed Apprenticeship and Industry Training Administration Regulation

Subject	Proposed Regulation	Existing Regulations	Comments
Review by provisional committees	Provisional committees make recommendations to the Board respecting the application. Two new matters to be considered are: • the undertakings of the proposed trade, and • the requirements for a Qualification Certificate. ***Section 10***	Provisional committees make recommendations to the Board respecting the application, such as the proposed • tasks, activities and functions • standards and requirements for the apprenticeship program • requirements for trade certificate	All relevant factors concerning an application should be considered.
General criteria for trade committee appointments	If possible the membership of trade committees should reflect the industrial activities of the trade as well as geographic considerations. ***Section 11***	Same	Committee membership should reflect as broad a perspective on the trade as possible.
Criterion for local apprenticeship committee appointments	Employee representatives on local apprenticeship committees should have trade certificates if possible. ***Section 12***	Same	
Criteria for provincial apprenticeship committee appointments	If practicable • provincial apprenticeship committees should include members nominated by a local apprenticeship committee • at least one member of each local apprenticeship committee should be appointed to the provincial apprenticeship committee • employee representatives on provincial apprenticeship committees should hold trade certificates ***Section 13***	Same	This promotes cooperation between provincial apprenticeship committees and local apprenticeship committees.
Contract of apprenticeship	A contract of apprenticeship • must be in an acceptable form, and • becomes effective when registered A prospective apprentice becomes an apprentice when the contract is registered. ***Sections 14, 15***	Same	This ensures that the apprentice meets the program requirements set by industry, and makes it clear when an apprenticeship begins.

Summary of Proposed Apprenticeship and Industry Training Administration Regulation

Subject	Proposed Regulation	Existing Regulations	Comments
Refusal to register	The Executive Director may refuse to register a contract of apprenticeship if it is not in the required form or if the application is not approved. If an application is not approved, applicants must be notified, given the reason, and informed of their right to appeal that decision. ***Section 16***	Same	This helps ensure that employers and applicants have the required qualifications to participate in an apprenticeship program.
Transfer of contract of apprenticeship to Executive Director	The Executive Director becomes a party to the contract of apprenticeship on receipt of notification in the required form that the apprentice is no longer employed with the employer of record. The apprentice does not become a government employee. If the apprentice is not employed in the applicable trade after one year, the contract of apprenticeship expires. ***Sections 17, 18***	Same	This allows the apprentice to remain in the apprenticeship program and to attend technical training during temporary periods of unemployment.
Transfer of contract of apprenticeship to another employer	The transfer of a contract of apprenticeship becomes effective on registration of notice in the required form that the apprentice has a new employer ***Section 19***	Same	This helps to ensure records are up-to-date.
Refusal to register notice of acceptance	The Executive Director may refuse to register notice that the apprentice has a new employer if the notice is not in the required form or if the prospective employer is not eligible to employ an apprentice. In that case the prospective employer and apprentice must be notified, given reasons, and told that they have the right to appeal that decision. ***Section 20***	Same	This helps ensure that the apprentice receives appropriate training and supervision on the worksite.
End of contract of apprenticeship	This sets out the circumstances that end the contract of apprenticeship. ***Section 21***	Same	The circumstances must be clear to both the apprentice and the employer.

Summary of Proposed Apprenticeship and Industry Training Administration Regulation

Subject	Proposed Regulation	Existing Regulations	Comments
Cancellation or suspension of contract of apprenticeship	The Executive Director may cancel or suspend a contract of apprenticeship under certain circumstances. Another ground for cancellation or suspension has been added: failure to progress in an apprenticeship program. ***Section 22***	The same, except for the new ground for cancellation or suspension.	This helps ensure that satisfactory program standards are maintained.
Provision of courses	The Executive Director is authorized to provide technical training for apprenticeship programs. ***Section 23***	Same	
Considerations before granting authorization	The Executive Director must consider the circumstances identified before granting an authorization. ***Section 24***	Same	This ensures that the appropriate considerations are made before an authorization is granted.
DESIGNATED OCCUPATIONS			
Application for designated occupation	Application may be made to have an occupation designated as a designated occupation or to rescind an existing designation. ***Section 25***	Same	This helps to ensure there is industry support for a proposed designation.
Review by Board	Applications for designated occupations are to be referred to the Board for review (one step review process) ***Section 26***	The Board is required to conduct a preliminary review and to advise the Minister if the application has sufficient merit to proceed and, if so, to proceed with the review (two step process).	A one step process streamlines the review process
Criteria for designation of occupations	The criteria for the Board's review of applications for designated occupations have been added to the regulation. ***Section 27***	There are no designation criteria in regulation.	The criteria for the Board's review of applications for designating occupations were set by the Board and agreed to by the Minister in the Fall of 1998.

Summary of Proposed Apprenticeship and Industry Training Administration Regulation

Subject	Proposed Regulation	Existing Regulations	Comments
Consultation and report to Board	The Board is required to consult with interested parties when considering an application for designation of an occupation and to make recommendations to the Minister. ***Section 28***	The Board is required to consult if requested to do so by the Minister.	All interested parties should have an opportunity to provide input when an application for designation of an occupation is being considered.
Provisional committees	When reviewing an application for designation of an occupation the Board may, or at the Minister's request shall, establish or recognize a provisional committee to make recommendations to the Board respecting the application. ***Section 29***	The Board is authorized to establish, but not to recognize, existing committees.	The ability to recognize an existing industry committee increases the Board's ability to respond to industry's needs. Members of a provisional committee represent the occupation for which an application is being made for desigantion.
Occupational committees	The Board is authorized to establish or recognize an occupational committee to make recommendations to the Board respecting training or certification in a designated occupation. ***Section 30***	The Board is authorized to establish, but not to recognize, existing committees.	The ability to recognize existing committees increases the Board's ability to respond to industry's needs. Members of occupational committees represent the applicable occupation.
Remuneration and expenses	Remuneration and expenses may be paid to occupational and provisional occupational committee members. ***Section 31***	Same	
REPEALS, EXPIRY AND COMING INTO FORCE			
Repeals	The five regulations being combined into a single regulation are repealed. ***Section 32***		
Expiry	The regulation expires October 31, 2005 ***Section 33***		A section called a "sunset" clause is included to ensure the regulation will be reviewed for ongoing relevancy and necessity. This is required under the Alberta government's policy on regulatory review.

Summary of Proposed Apprenticeship and Industry Training Administration Regulation

Subject	Proposed Regulation	Existing Regulations	Comments
Coming into force	The regulation comes into force January 1, 2001. ***Section 34***		This is the same date the recent amendments to the *Apprenticeship and Industry Training Act* come into force.
Process details removed	Most process details have been removed from regulation (see page 1).	The following process details are currently in regulation:	Process detail will be readily available through print and electronic materials. This includes application forms and packages, brochures and program booklets. Process detail will also be posted on the Internet at www.tradesecrets.org.
		Designation of Trades and Occupations Regulation, AR 387/91 • information to be included in an application for designation of a trade or occupation	The information will be in the application for designation package. The criteria for the review of applications is in the proposed regulation.
		• processes to be used by the Minister, the Board and any established provisional committees when considering an application for the designation of a trade or occupation	The Minister, the Board and any provisional committees will continue to consult with industry, other interested parties and government departments, as required.
		• process for the Minister when recommending to Cabinet that a trade be designated, and for informing others of Cabinet's decisions	The processes relating to the Minister's responsibilities in this respect are set by Cabinet.
		Trades Committees Appointment Regulation, AR 392/91 • process for obtaining nominations for appointment to a trade committee	Nominations will continue to be welcomed from all sources.

Summary of Proposed Apprenticeship and Industry Training Administration Regulation

Subject	Proposed Regulation	Existing Regulations	Comments
		Apprenticeship Training Regulation, AR 2/92	
		• processes relating to – establishment and maintenance of an apprenticeship register – registration of apprentices – provision of courses	Current processes respecting apprenticeship records will continue. Process details will be readily available through print and electronic materials. This includes application forms and packages, brochures and program booklets. Process detail will also be posted on the Internet at www.tradesecrets.org.
		• authority of the Minister to – grant trade certificates on completion of an apprenticeship program – charge fees for services	The Minister's authority • to grant certificates is in the Act • to charge fees is in *Government Organization Act.*
		Authorization to Work Regulation, AR 390/91	
		• processes relating to – the application, and consideration of an application, for an authorization to work – record keeping	The application form will outline the application process and the information to be submitted. Records will be maintained in the normal course of doing business.
		Designated Occupation Administration Regulation, AR 391/91	
		• processes respecting – establishment and operation of occupational training committees – establishment of provisional committees	The information about the processes will be provided in the nomination and application forms and in other print and electronic materials.
		• authority for – Executive Director to arrange for provision of courses – Minister to charge fees	The authority of the Executive Director is in the Act. The Minister's authority to charge fees is in the *Government Organization Act.*

For discussion purposes only

Proposed Apprenticeship and Industry Training Administration Regulation

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Proposed Apprenticeship and Industry Training Administration Regulation

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Definitions

1 In this Regulation,

(a) "Act" means the *Apprenticeship and Industry Training Act*;

(b) "Board" means the Alberta Apprenticeship and Industry Training Board;

(c) "Executive Director" means the Executive Director appointed under section 14 of the Act.

Replacement of documents

2 On receipt of an application, the Minister may replace any document issued pursuant to the Act or the regulations if the Minister is satisfied that there is a valid reason to replace the document.

PART 1
TRADES
Designation of Trades

Application re designation, change of designation, etc.

3 A person may, in a form that is acceptable to the Minister, apply to the Minister to have

(a) an occupation designated as

(i) a compulsory certification trade under section 21 of the Act, or

(ii) an optional certification trade under section 22 of the Act,

or

(b) the designation of a designated trade changed or rescinded under section 30 of the Act.

Review by Board

4 On receiving an application under section 3, the Minister shall refer it to the Board for the Board's review.

Criteria for designation of trades

5 In reviewing applications for the designation, the changing of the designation or the rescinding of the designation of a compulsory certification trade and an optional certification trade, the Board shall consider

(a) the extent of industry support for the designation or the changing or rescinding of the designation,

(b) the need for an apprenticeship program in the proposed trade, based on consideration of the following factors, if applicable:

(i) the range of skills and the extent of technical knowledge required to work in the proposed trade and industry's desire to train for or recognize those skills and knowledge;

(ii) whether the proposed trade could provide individuals with a viable career;

(iii) the degree to which the skills and technical knowledge required for the proposed trade overlap with those required for existing trades, including the potential for duplication of existing training or certification in any other occupations;

(iv) whether the designation of the proposed trade would require authorization or approval by another government department or agency;

(v) the impact that the designation or the changing or rescinding of the designation would have in Alberta and other provinces and territories;

(vi) whether the estimated annual number of new apprentices entering the proposed trade could sustain a viable training program,

and

(c) any other factor that the Board considers relevant.

Additional criteria for designation of compulsory certification trades

6 In reviewing applications for the designation, the changing of the designation or the rescinding of the designation of a compulsory certification trade, the Board shall, in addition to considering the criteria under section 5, consider the following:

(a) the degree of risk of harm to workers from the improper application of the materials and methodology of the proposed trade;

(b) the degree of risk of harm to members of the public from

(i) the improper application of the materials and methodology of the proposed trade, and

(ii) the activity or product produced by the proposed trade;

(c) the demonstrated need for proven competency to perform the work of the proposed trade due to the presence or use in the proposed trade of any or all of the following:

(i) dangerous substances;

(ii) dangerous or destructive equipment;

(iii) dangerous techniques or practices.

Consultation and report

7(1) In reviewing applications for the designation, the changing of the designation or the rescinding of the designation of a compulsory certification trade or an optional certification trade, the Board or a person designated by the Board shall

(a) consult with anyone who may have an interest in or who may be affected by the designation, the changing of the designation or the rescinding of the designation of a designated trade, and

(b) consult with

(i) those provincial apprenticeship committees whose trades

may be affected by the designation, the changing of the designation or the rescinding of the designation of a designated trade, and

(ii) a balance of employers and employees to determine their interest and support.

(2) On completing its review under subsection (1), the Board shall make a recommendation to the Minister respecting the application.

Provisional Committees

Establishment of provisional committee

8 When reviewing an application for the designation of an occupation as a designated trade or before such a designation comes into effect, the Board may, or at the direction of the Minister shall, establish a provisional committee in respect of that trade.

Composition, etc. of provisional committee

9(1) Where a provisional committee is established, the Board shall appoint to that committee the following:

(a) a presiding officer;

(b) at least one person to represent the interests of employers of persons employed in the proposed designated trade;

(c) at least one person to represent the interests of persons who are employees employed in the proposed designated trade.

(2) The number of persons appointed under subsection (1)(b) and (c) must be equal.

(3) The persons appointed under subsection (1) must, in the opinion of the Board, be persons who are associated with and knowledgeable in respect of the relevant proposed designated trade.

(4) When a provisional committee is established, the Minister shall appoint an employee of the Government as the secretary to that provisional committee.

(5) The provisional committee may designate one or more of its members to act in the place of the presiding officer when the presiding

officer is absent or is otherwise unable to carry out the duties of the presiding officer.

(6) Employees of the Government are not eligible to be or to act in the place of a presiding officer of a provisional committee.

(7) Members of a provisional committee other than employees of the Government may be paid one or both of the following at a rate prescribed by the Minister:

(a) remuneration for the performance of their duties as members;

(b) travelling and living expenses necessarily incurred in the performance of their duties as members.

Review by provisional committee

10 Where a provisional committee is established in respect of the designation of an occupation as a designated trade, the provisional committee shall make recommendations to the Board in respect of that application, including advising the Board on the following matters:

(a) the undertakings that would constitute the proposed designated trade;

(b) the tasks, activities and functions that would come within the proposed designated trade;

(c) the standards and requirements of a proposed apprenticeship program;

(d) the availability of people to serve on the apprenticeship committees;

(e) the potential for a continuing supply of apprentices;

(f) the requirements that a person must meet to be granted a trade certificate under section 21(2)(b) or 22(2)(b) of the Act;

(g) a program of transition.

Proposed Apprenticeship and Industry Training Administration Regulation

Trades Committees

General criteria re committee appointments

11 In making appointments to a local apprenticeship committee under section 7 of the Act or a provincial apprenticeship committee under section 10 of the Act, the Board shall ensure that the membership of the committee reflects

(a) the various industrial activities in which the tasks, activities and functions that come within the designated trade are performed, and

(b) the geographic nature of the area or of the Province, as applicable.

Criterion re local apprenticeship committee appointments

12 In making appointments to a local apprenticeship committee under section 7 of the Act, the Board shall, to the extent that is practicable, ensure that the persons representing the interests of persons who are employees employed in the designated trade hold a trade certificate in the trade.

Criteria re provincial apprenticeship committee appointments

13 In making appointments to a provincial apprenticeship committee under section 10 of the Act, the Board shall, to the extent that is practicable, ensure that

(a) the persons recommended by the local apprenticeship committees are appointed to the provincial apprenticeship committee,

(b) at least one member of each local apprenticeship committee is appointed to the provincial apprenticeship committee, and

(c) the persons representing the interests of persons who are employees employed in the designated trade hold a trade certificate in the trade.

Apprenticeship Training

Contract of apprenticeship

14(1) Where a person enters into a contract of apprenticeship pursuant to the *Apprenticeship Program Regulation* (AR __/00), that contract of apprenticeship must be in a form that is acceptable to the Executive Director.

(2) A contract of apprenticeship does not come into effect until it is registered with the Executive Director.

Registration of contracts of apprenticeship

15 On registration of a contract of apprenticeship with the Executive Director, the prospective apprentice becomes an apprentice.

Refusal to register

16(1) The Executive Director may refuse to register a contract of apprenticeship if

(a) the contract of apprenticeship is in a form that is not acceptable to the Executive Director, or

(b) the application made under section 8 of the *Apprenticeship Program Regulation* (AR __/01) is not approved.

(2) Where the Executive Director refuses to register a contract of apprenticeship, the Executive Director shall without delay notify in writing the person who is to employ the prospective apprentice as an apprentice and the prospective apprentice of

(a) the refusal to register the contract of apprenticeship,

(b) the reason for refusing to register the contract of apprenticeship, and

(c) the right of appeal provided for under Part 4 of the Act.

Transfer of contract of apprenticeship to Executive Director

17(1) Where

(a) an apprentice is a party to a contract of apprenticeship with another person, and

(b) that other person is to cease being a party to that contract of apprenticeship,

one or both of the parties to the contract of apprenticeship may sign a written notice of release in a form that is acceptable to the Executive Director.

(2) On the signing of a notice of release,

(a) the person who was party to the contract of apprenticeship with the apprentice ceases to be a party to the contract of apprenticeship, and

(b) the Executive Director becomes a party to the contract of apprenticeship with the apprentice.

(3) The person who signs the notice of release shall without delay provide it to the Executive Director for registration.

(4) Where the Executive Director becomes a party to a contract of apprenticeship by virtue of this section, the Executive Director is not eligible to remain a party to that contract of apprenticeship for a continuous period of time that is greater than one year from the time that the Executive Director became a party to the contract of apprenticeship.

(5) Notwithstanding subsection (4), if the period of time referred to in subsection (4) expires while the apprentice is engaged in formal instruction under the apprentice's apprenticeship program, the Executive Director shall continue to remain a party to that contract of apprenticeship for a further period of time that is not greater than 30 days from the day that the formal instruction was completed.

(6) Where

(a) the Executive Director is a party to a contract of apprenticeship by virtue of this section, and

(b) the Executive Director does not cease being a party to the contract of apprenticeship before the expiry of the period of time for which the Executive Director is eligible to be a party to the contract,

the contract of apprenticeship ends on the expiry of that period.

Contract of apprenticeship with the Executive Director

18 Notwithstanding that the Executive Director is a party to a contract of apprenticeship with an apprentice under this or any other regulation, that relationship must not be construed, unless the Executive Director otherwise agrees, to be a contract of employment with the Executive Director, the Minister or the Government of Alberta.

Transfer of contract of apprenticeship to another person

19(1) Where

(a) a notice of release is signed under section 17(1), and

(b) another person is to replace the Executive Director as a party to the contract of apprenticeship with the apprentice,

that other person shall without delay provide to the Executive Director a written notice of acceptance in a form that is acceptable to the Executive Director.

(2) On receiving a notice of acceptance, the Executive Director shall, subject to section 20, register its contents.

(3) On registration of the notice of acceptance with the Executive Director,

(a) the person who provided the notice of acceptance becomes a party to the contract of apprenticeship with the apprentice, and

(b) the Executive Director ceases to be a party to the contract of apprenticeship.

Refusal to register a notice of acceptance

20(1) The Executive Director may refuse to register a notice of acceptance if

(a) the notice of acceptance is in a form that is not acceptable to the Executive Director, or

(b) the person to whom the contract of apprenticeship is to be transferred is not eligible to employ an apprentice in the trade.

(2) Where the Executive Director refuses to register a notice of acceptance, the Executive Director shall without delay notify in writing the person who signed the notice of acceptance and the apprentice of

(a) the refusal to register the notice of acceptance,

(b) the reason for refusing to register the notice of acceptance, and

(c) the right of appeal provided for under Part 4 of the Act.

(3) For the purposes of an appeal under Part 4 of the Act, a refusal to register a notice of acceptance must be dealt with in the same manner as a refusal to register a contract of apprenticeship.

Ending of contract of apprenticeship

21 A contract of apprenticeship ends

(a) when the apprentice becomes eligible to be granted a trade certificate under the Act,

(b) when the apprentice notifies the Executive Director in writing that the apprentice's contract of apprenticeship has ended,

(c) when the contract of apprenticeship ends under section 17(6),

(d) when its registration is cancelled, or

(e) 180 days from the day that its registration is suspended if the registration is not cancelled before the expiry of the 180-day period.

Cancellation, suspension re contract of apprenticship

22 In addition to the grounds provided for under section 39, 40 or 41 of the Act, the Executive Director may cancel or suspend the registration of a contract of apprenticeship if

(a) the contract of apprenticeship ends,

(b) an apprentice, in the opinion of the Executive Director, consistently fails to pass the examinations given under the apprenticeship program,

(c) an apprentice, in the opinion of the Executive Director, fails to progress in the apprenticeship program,

(d) the apprentice ceases to work in or perform the tasks, activities or functions in the designated trade or to participate in the apprenticeship program in that trade, or

(e) the apprentice can no longer be located.

Provision of courses and programs

23 The Executive Director shall arrange for the provision of the technical training that is to be provided in each apprenticeship program.

Authorization to Work

Matters to be considered

24 Before deciding whether to grant an authorization under section 23 of the Act, the Executive Director shall consider at least the following matters:

(a) the degree of risk to the public, the worker and co-workers resulting from work that will be carried out or tasks, activities or functions that will be performed pursuant to the authorization;

(b) whether persons working in the designated trade or performing the tasks, activities or functions in that trade under the authorization have, or will have, sufficient training

(i) to ensure proper and safe handling or application of the dangerous substances, destructive equipment or dangerous techniques or practices that the person will use, and

(ii) to maintain a standard of quality and skill that is satisfactory to the Executive Director;

(c) the potential benefit, as the case may be,

(i) to persons authorized to work or perform tasks, activities or functions under the authorization, or

(ii) to persons authorized to employ persons to work or perform tasks, activities or functions under the authorization;

(d) whether the work or the tasks, activities or functions to be performed under the authorization relate to the carrying out of warranty work;

(e) the rationale for not employing an apprentice or the holder of a trade certificate in the designated trade;

(f) the potential effect on the designated trade and on participation in the apprenticeship program in that trade by the granting of the authorization;

(g) the period of time during which the authorization is to be in effect;

(h) whether any efforts are being made or will be made to bring persons who are to work or perform tasks, activities or functions under the authorization into an apprenticeship program within a specified period of time;

(i) any consultation that has taken place between employee or employer groups that will be affected by the authorization;

(j) whether an industrial dispute is in progress that relates to the work or the tasks, activities or functions that are to be performed under the authorization;

(k) the effect on the operation, productivity and economics of a plant or business operation by the granting of or the refusal to grant the authorization;

(l) the economic effect on the Province and competitors in the industry by the granting of or the refusal to grant the authorization.

PART 2

DESIGNATED OCCUPATIONS

Application re designation or rescinding designation

25 A person may, in a form that is acceptable to the Minister, apply to the Minister to have

(a) an occupation designated as a designated occupation under section 36 of the Act, or

(b) the designation of a designated occupation rescinded under a regulation made under section 37(1)(c) of the Act.

Review by Board

26 On receiving an application under section 25, the Minister shall refer it to the Board for the Board's review.

Criteria for designation of occupations

27 In reviewing applications for the designation or the rescinding of the designation of an occupation, the Board shall consider the following:

(a) the extent of industry support for provincially recognized standards of competency;

(b) whether provincially recognized standards of competency result in a demonstrated benefit to workers and the Alberta workforce;

(c) the range of skills and knowledge required to be competent in the occupation;

(d) the degree to which the tasks of the occupation overlap with the tasks of any existing designated trade or occupation;

(e) the impact that the designation or the rescinding of the designation would have in Alberta and other provinces and territories;

(f) whether the proposed designated occupation could provide a viable career for its practitioners;

(g) any other factor that the Board considers relevant.

Consultation and report

28(1) In reviewing applications for the designation or the rescinding of the designation of an occupation, the Board or a person designated by the Board shall

(a) consult with anyone who may have an interest in or who may be affected by the designation or the rescinding of the designation of an occupation, and

(b) consult with

(i) those provincial apprenticeship committees whose trades may be affected by the designation or the rescinding of the designation of an occupation, and

(ii) a balance of employers and employees to determine their interest and support.

(2) On completing its review under subsection (1), the Board shall make a recommendation to the Minister respecting the application.

Provisional committees

29(1) When reviewing an application for the designation of an occupation as a designated occupation or before such a designation comes into effect, the Board may, or at the direction of the Minister shall, establish or recognize a provisional committee in respect of that occupation.

(2) Where a provisional committee is established or recognized in respect of the designation of an occupation as a designated occupation, the provisional committee shall make recommendations to the Board in respect of that application.

Occupational committees

30 The Board may, for each designated occupation, establish or recognize an occupational committee to make recommendations to the Board in respect of any matter concerning training and certification in a designated occupation.

Remuneration and expenses

31 Members of a provisional committee or an occupational committee under this Part, other than employees of the Government, may be paid one or both of the following at a rate prescribed by the Minister:

(a) remuneration for the performance of their duties as members;

(b) travelling and living expenses necessarily incurred in the performance of their duties as members.

PART 3

REPEALS, EXPIRY AND COMING INTO FORCE

Repeals

32 The following regulations are repealed:

(a) *Apprenticeship Training Regulation* (AR 2/92);

(b) *Authorization to Work Regulation* (AR 390/91);

(c) *Designated Occupation Administration Regulation* (AR 391/91);

(d) *Designation of Trades and Occupations Regulation* (AR 387/91);

(e) *Trades Committees Appointment Regulation* (AR 392/91).

Expiry

33 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on October 31, 2005.

Coming into force

34 This Regulation comes into force on January 1, 2001.

Section 2

Designated Trades

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Summary of Proposed Apprenticeship Program Regulation

Subject	Proposed	Existing	Comments
Alberta Journeyman Certificate	To obtain a trade certificate called an Alberta Journeyman Certificate a person must successfully complete all the requirements of an apprenticeship program in a particular trade. ***Section 2***	Same	Alberta Journeyman Certificates are issued only to people who complete an Alberta apprenticeship program. People who meet other requirements set or approved by the Alberta Apprenticeship and Industry Training Board receive a Qualification Certificate. See Summary of Proposed Apprenticeship and Certification Order, page 56.
Content of an apprenticeship program	An apprenticeship program consists of the technical training and the on the job training prescribed in each trade regulation. The Board approves the content of an apprenticeship program after consulting with the appropriate provincial apprenticeship committee. ***Section 3***	Same	This clarifies that there are both technical and on the job training requirements in an apprenticeship program. It also outlines the role of the Board and the provisional apprenticeship committee in establishing the content of an apprenticeship program.
Term of apprenticeship	The *term* of an apprenticeship program is the number of periods prescribed in the trade regulation. The length of each period is the time (in months) prescribed in the trade regulation during which both the technical and the on the job training must be completed. ***Section 4***	Same	This clarifies the meaning of a "term of apprenticeship program." It also clarifies the length of a period (year) of apprenticeship.
Requirements to become an apprentice	To be an apprentice a person must enter a contract of apprenticeship that is registered with the Executive Director. ***Section 5***	The existing regulation outlines the process – a person must: • make the application, • receive approval to enter an apprenticeship program, and • enter a contract of apprenticeship.	The process detail is removed in accordance with the Board's recommendation regarding the removal of process detail.

Summary of Proposed Apprenticeship Program Regulation

Subject	Proposed	Existing	Comments
Requirements of an employer in compulsory certification trades	To employ an apprentice in a compulsory certification trade, a person must either be, or employ, a certified journeyman in that trade. The person must also be able to provide supervision and training in the trade. ***Section 6***	Same	This ensures that a certified journeyman is available to train and supervise an apprentice.
Requirements of an employer in optional certification trades	To employ an apprentice in an optional certification trade, a person must either be, or employ, a certified or uncertified journeyman in that trade, and be able to provide supervision and training in the trade. ***Section 7***	Same	This ensures that a journeyman is available to train and supervise an apprentice.
Application for apprenticeship	If a person is working in a designated trade and is receiving training or engaging in some other form of learning related to that work, that person and the employer must apply immediately to enter an apprenticeship program. A person who has applied to enter an apprenticeship program must work under the same conditions and supervision as an apprentice. ***Section 8***	Same	A person who has applied to be an apprentice but who has not yet been registered as an apprentice requires at least the same supervision and training as an apprentice.
Apprenticeship re Executive Director	An unemployed person who is eligible for, or has been granted, credit for advanced standing in an apprenticeship program, may enter into a contract of apprenticeship with the Executive Director for up to one year. ***Section 9***	Same	This allows a person who is temporarily unemployed the opportunity to attend technical training and begin or continue that component of the apprenticeship program. The contract of apprenticeship is transferred to an employer as soon as the apprentice is employed.
Apprenticeship re self-employment	A self-employed person in an optional certification trade may enter into a contract of apprenticeship with another person if arrangements for supervision and training by a journeyman have been made. ***Section 10***	Same	This allows the person to benefit from participation in an apprenticeship program while ensuring appropriate training and supervision.

Summary of Proposed Apprenticeship Program Regulation

Subject	Proposed	Existing	Comments
Credit for previous experience or training	An employer is responsible for recommending credit for an apprentice's previous work experience in a trade. If a person is working for an employer at the time credit for previous work experience is granted, the employer must approve the level of credit granted. If credit is granted to a person who is not working, that person's first employer after the credit is granted is responsible for advising the Executive Director that the credit granted should be reduced if that employer does not agree with the credit granted. ***Section 11***	Same	This section ensures that employers take responsibility for recommending credit for on the job training. The employer is the best judge of the apprentice's practical skills and knowledge. The Executive Director, Apprenticeship and Industry Training is responsible for granting credit for previous experience in a trade based on the recommendations of the employer. Credit is granted to an apprentice through one or more of the following means • reducing the number of periods of apprenticeship to be served • reducing the length of a period of apprenticeship • reducing the amount of technical training that is required • reducing the amount of on the job training that is required However, the term of an apprenticeship cannot be reduced to less than 12 months unless the person previously participated in an apprenticeship program.
Responsibilities of an employer	The responsibilities of an employer include • providing for on the job training and supervision of the apprentice • paying wages, subject to the *Employment Standards Code* • allowing the apprentice to regularly attend technical training • ensuring appropriate entries in the apprentice's record book • submitting the appropriate documentation to the department ***Section 12***	Same	The employer and the apprentice each have responsibilities to ensure that an apprenticeship program is successfully completed. This section outlines the employer's responsibilities.

Summary of Proposed Apprenticeship Program Regulation

Subject	Proposed	Existing	Comments
Wages	Where a trade regulation sets out the percentages of wages to be paid to apprentices in the trade, an employer must, subject to the *Employment Standards Code*, pay wages that are not less than the percentages set out in the trade regulation. The employer also must pay the required increments when the apprentice completes each period of apprenticeship. An employer is not required to pay wages to an apprentice who is attending technical training. ***Section 13***	Same	One of the recommendations from Phase II of *A Vision for the Future* consultation was that wage percentages remain in regulation unless changed or removed by the Board on the recommendation of the applicable provincial apprenticeship committee after consultation with industry. Not all trade regulations set out wage percentages. Where they do, an employer must pay an apprentice at least the percentage of the wages paid to journeymen employed by that employer that are set out for the applicable period of the apprenticeship program.
Wages re approved programs	An employer may pay wages that are less than those provided for in the trade regulation if the apprentice is employed in an "approved program". An "approved program" is one approved by the Board to help people who might not otherwise have an opportunity to become an apprentice to participate in an apprenticeship program. ***Section 14***	Same	To date, the Board has approved the Registered Apprenticeship Program and the Job Corps Program. Employers are required to pay at least minimum wage to apprentices in these programs. This encourages more opportunities for apprentices to learn a trade.
Employment of apprentices	The number of apprentices that an employer may employ is the number set out in the trade regulation for that trade. In using the prescribed ratio of journeymen to apprentices to determine the number of apprentices that may be employed, the employer must take into account only those journeymen who will be supervising the apprentices. If there are not enough journeymen, the Executive Director may allow the employer to employ extra apprentices over the number set out in the trade regulation. An employer must employ apprentices in accordance with this and the trade regulation. ***Section 15***	Same	The Board recommended that journeyman/ apprentice wages remain in regulation with the norm continuing to be one journeyman to one apprentice. Ratios help to ensure apprentices receive appropriate supervision and training.

Summary of Proposed Apprenticeship Program Regulation

Subject	Proposed	Existing	Comments
Supervision and training	Supervisor is defined in section 1(g) as: • a certified or, in optional certification trades, uncertified, journeyman in the *relevant* trade or • a certified or uncertified journeyman in a different trade that has the same task, activity or function that is being supervised. A supervisor who is • the employer • an employee of the employer, or • a person with whom the employer has made arrangements for the supervision must supervise an apprentice. The supervision must be such that the apprentice has access to the supervisor to communicate about the work being supervised. The apprentice must receive the technical information and guidance required to develop his/her skills to a standard of competence expected of a journeyman or of an apprentice who is at the same level. The supervisor must provide training to satisfy the Executive Director that the apprentice will acquire the technical information and knowledge and develop the skills expected of a journeyman or of a same level apprentice. ***Section 16***	Same	These provisions give details of the supervision of an apprentice by an employer and supervisor.
Entries in record book	As much as possible, the apprentice's direct supervisor must make the appropriate entries in the apprentice's record book: • at the end of each period of apprenticeship • when a contract is transferred • on completion of training in certain tasks when the apprentice is supervised by someone other than the employer and/or employee of the employer. ***Section 17***	Same	The record book is one of the ways in which the on the job training can be documented. Completion of this documentation is an essential component of an apprenticeship program.

Summary of Proposed Apprenticeship Program Regulation

Subject	Proposed	Existing	Comments
Responsibilities of an apprentice	The apprentice is responsible for • completing the required training assigned by the employer • attending technical training regularly • making the necessary arrangements to meet his/her financial needs while at technical training and to acquire the required books and supplies. • completing all the requirements related to technical training and all examinations in a timely manner and to successfully complete the term of apprenticeship • reviewing with the direct supervisor the hours worked and the training completed at the end of each period • ensuring the record book is sent to the department at the end of each period of apprenticeship • completing the necessary documentation if he/she becomes unemployed • notifying the department of any change of address • carrying the identification card at all times while at work and producing it on request. ***Section 18***	Same	The employer and apprentice each have responsibilities for ensuring that an apprenticeship program is successfully completed. This section outlines the apprentice's responsibilities.
Resolution of disagreement	If there is a disagreement between an employer and an employee (whether a registered apprentice or not) about an apprenticeship program or a contract of apprenticeship, one or the other, or both, may refer the matter to the presiding officer of the local or provincial apprenticeship committee for settlement. The regulation gives details of the process for resolving disagreements. If a settlement cannot be reached, the disagreement will ultimately be referred to the chairman of the Board. The chairman's decision is binding. ....continued	Same	This provision contains some process detail. However, it is retained in regulation to give the parties a sense of confidence that the process is fair.

Subject	Proposed	Existing	Comments
(resolution of disagreement continued)	If there is cause for an appeal under the Act, there can be no appeal until the process for resolving the disagreement is completed. ***Section 19***		
Repeal	The *Apprenticeship Program and Certification Regulation* AR 1/92 will be repealed. ***Section 20***		AR 1/92 will be replaced by this regulation and by the proposed Apprenticeship and Certification Order.
Expiry	This regulation will expire on October 31, 2005. ***Section 21***		A section called a "sunset" clause is included to ensure the regulation is reviewed for ongoing relevance and necessity. This is required by the Government of Alberta's policy on regulatory review.
Coming into force	This regulation comes into force on January 1, 2001. ***Section 22***		
		The following program details are currently in regulation.	
		Apprenticeship • entrance examinations • granting of credit for existing skills and knowledge • eligibility to enter an apprenticeship program without having met the educational or other entrance requirements • modification of apprenticeship program in exceptional circumstances • program requirements for RAP apprentices • format of record book • granting of credit for excess hours of on the job training acquired in a period of apprenticeship • requirements to advance in an apprenticeship program • industry examinations	This information will be contained in the proposed Apprenticeship and Certification Order made by the Board. See Summary of Proposed Apprenticeship and Certification Order, pages 53 to 56.

Subject	Proposed	Existing	Comments
		• involvement of provincial apprenticeship committee • determination of pass mark • appeals of marks • requirements to be granted a trade certificate ***Certification*** • recognition of other certificates as equivalent to a trade certificate granted under the *Apprenticeship and Industry Training Act* • recognition of programs of training • requirements to obtain a trade certificate (Qualification Certificate) without completing an apprenticeship program	

For discussion purposes only

Proposed Apprenticeship Program Regulation

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Definitions

1 In this Regulation,

(a) "Act" means the *Apprenticeship and Industry Training Act*;

(b) "Board" means the Alberta Apprenticeship and Industry Training Board;

(c) "certified journeyman" means a person who holds a trade certificate under the Act;

(d) "Executive Director" means the Executive Director appointed under the Act;

(e) "on the job training" means the training provided to an apprentice by the apprentice's employer or supervisor and includes those circumstances under which an apprentice acquires skill and knowledge by means of work experience gained during the apprentice's apprenticeship program;

(f) "record book" means a record book issued in respect of an apprenticeship program in which the progress of an apprentice is to be documented and includes the material or documentation known as the "blue book";

(g) "supervisor" means,

(i) in the case of a compulsory certification trade, a person who is

(A) a certified journeyman in that compulsory certification trade, or

(B) a certified journeyman or an uncertified journeyman in another designated trade where the task, activity or function that is being carried out by an apprentice in that compulsory certification trade is the same task, activity or function that is also carried out by a certified journeyman or uncertified journeyman in that other designated trade;

(ii) in the case of an optional certification trade, a person who is

(A)a certified journeyman or an uncertified journeyman in that optional certification trade, or

(B) a certified journeyman or an uncertified journeyman in another designated trade where the task, activity or function that is being carried out by an apprentice in that optional certification trade is the same task, activity or function that is also carried out by a certified journeyman or uncertified journeyman in that other designated trade;

(h) "technical training" means the formal instruction and technical courses, or any combination of them, that are part of an apprenticeship program;

(i) "trade regulation" means, in respect of a designated trade, the regulation under the Act that prescribes the undertakings and the tasks, activities and functions that come within that designated trade;

(j) "uncertified journeyman" means a person who is not a certified journeyman but

(i) who, in the opinion of that person's employer, possesses the skills and knowledge in an optional certification trade that are expected of a certified journeyman in that trade, or

(ii) who

(A) is self-employed, and

(B) in respect of that self-employment primarily works in or performs one or more tasks, activities or functions in an optional certification trade.

Alberta Journeyman Certificate

2 Prior to a person being granted a trade certificate known as an Alberta Journeyman Certificate in a designated trade, that person must successfully complete an apprenticeship program in that trade.

Content of an apprenticeship program

3(1) An apprenticeship program in a designated trade consists of the technical training and the on the job training provided for under the applicable trade regulation.

(2) The content of the technical training and of the on the job training of an apprenticeship program consists of those matters approved by the Board after consulting with the applicable provincial apprenticeship committee.

Term of apprenticeship

4(1) The term of an apprenticeship program consists of the number of periods that are prescribed for that program by the applicable trade regulation.

(2) The length of each period of an apprenticeship program is the length of time that is set out in the applicable trade regulation during which the prescribed number of hours of on the job training and the required technical training are to be completed.

Requirements to become an apprentice

5 To be an apprentice a person must have entered a contract of apprenticeship that is registered with the Executive Director under the *Apprenticeship and Industry Training Administration Regulation*.

Requirements of employer re compulsory certification trade

6 A person shall not employ an apprentice in a compulsory certification trade, unless

(a) that person is a certified journeyman or employs a certified journeyman in that trade, and

(b) subject to section 16, that person is able to provide to the apprentice supervision and training in the tasks, activities and functions that are carried out in that trade.

Requirements of employer re optional certification trade

7 A person shall not employ an apprentice in an optional certification trade, unless

(a) that person

(i) is a certified journeyman or employs a certified journeyman in that trade, or

(ii) is an uncertified journeyman or employs an uncertified journeyman in that trade,

and

(b) subject to section 16, that person is able to provide to the apprentice supervision and training in the tasks, activities and functions that are carried out in that trade.

Application for apprenticeship

8(1) If a person is working in a designated trade in circumstances under which that person

(a) is receiving training, instruction, guidance or direction, or

(b) is engaging in some other form of a learning process not referred to in clause (a)

with respect to the carrying out of tasks, activities or functions in that trade, that person and that person's employer must without delay apply to the Executive Director to enter an apprenticeship program in that trade.

(2) During the time that a person is working in a designated trade pursuant to a subsisting application made under subsection (1), that person is to work under the same conditions and be subject to the same supervision as that of an apprentice in that trade.

(3) This section does not apply in those circumstances where a person who is carrying out work in a designated trade is doing so in accordance with Part 2, Division 1 of the Act.

Apprenticeship re Executive Director

9(1) Where

(a) a prospective apprentice is eligible to be granted or has been granted credit for previous training or experience,

(b) the prospective apprentice is unemployed, and

(c) in the opinion of the Executive Director, entering into a contract of apprenticeship between the Executive Director and the prospective apprentice will be of benefit to the prospective apprentice,

the Executive Director may at the request of the prospective apprentice enter into a contract of apprenticeship with the prospective apprentice.

(2) A contract of apprenticeship that is entered into under subsection (1) may not remain in force for more than one year from the day that the contract of apprenticeship is entered into unless within that year the contract of apprenticeship is transferred from the Executive Director to a person who is eligible to employ an apprentice.

Apprenticeship re self-employment

10 Notwithstanding section 8, where

(a) a prospective apprentice is self-employed, and

(b) the prospective apprentice's self-employment primarily involves working in or performing tasks, activities or functions in an optional certification trade,

the prospective apprentice may, with respect to that optional certification trade, enter into a contract of apprenticeship with another person if the prospective apprentice has made arrangements for supervision and training under section 16.

Credit for previous experience or training

11(1) Where a person who is an apprentice or a prospective apprentice advises that person's employer that the person has had previous experience with respect to tasks, activities or functions in a designated trade, it is the responsibility of the employer to recommend to the Executive Director that credit for some or all of the previous experience be granted to that person if

(a) the employer is satisfied that the person has had previous experience in respect of tasks, activities or functions that are carried out in that trade, and

(b) in the opinion of the employer, that person is able to carry out those tasks, activities or functions in a satisfactory manner.

(2) If at the time that a person is granted credit for previous experience that person is working in the designated trade for an employer, that employer is responsible for approving the amount of credit granted and the granting of the credit does not take effect until that approval has been given.

(3) If

(a) at a time that a person is granted credit for previous experience that person is not working in a designated trade,

(b) subsequent to the granting of credit for the previous experience, that person became employed to work as an apprentice in the designated trade,

(c) the apprentice's employer is of the opinion that the amount of credit that was granted for the previous experience is greater than the apprentice's skills actually warrant, and

(d) the employer referred in clause (c) is the first person to employ the apprentice to work in the designated trade subsequent to the credit being granted for the previous experience,

that employer is responsible for advising the Executive Director that the amount of credit granted to that person for the previous experience should be reduced to an amount that the employer considers appropriate.

COMMENTS

Space for comments is provided on the following pages. Feel free to copy these pages if you need additional space, or to provide your input in another format.

Please provide your comments as soon as possible and no later than **November 17, 2000.**

Mail your comments to:

The Alberta Apprenticeship and Industry Training Board
10th floor, Commerce Place
10155-102 Street
Edmonton, Alberta, T5K 1C5

Or ***e-mail*** your comments to aitinfo@gov.ab.ca

An electronic version of this form can be found on our ***web site*** at **http://www.tradesecrets.org** in The Library. Follow the instructions provided to submit your comments through this site.

The personal information collected on this form is collected pursuant to section 32(c) of the 'Freedom of Information and Protection of Privacy Act'. It is necessary and directly related to Alberta Learning's A Vision for the Future consultation activity regarding a streamlined regulatory framework for apprenticeship and industry training in Alberta. Should you have any questions regarding the collection of this personal information, please contact Michèle Spak, Director, Board Support and Business Integration at the address above. Telephone 780-422-1193

First & Last Name: _____

Organization (if applicable): _____

Mailing Address: _____

_____

Bus Tel: _____ Res Tel: _____

E-mail: _____

☛ Are you a member of an/the: LAC ❑ PAC ❑ OTC ❑ AIT Board ❑ *(Check all applicable)*

☛ Which category best describes your current position?

Journeyman ❑ Employer/Management ❑

Apprentice ❑ Trainee in Designated Occupation ❑

Other ❑ *Please specify:* _____

☛ May we contact you ***if necessary***? *Yes* ❑ *No* ❑

You may wish to comment on the summaries of the proposed regulations and orders. Or you may wish to comment on the proposed regulations and orders themselves. You can comment generally on one or all of the regulations and orders, or on specific sections of interest to you. Please note the regulation(s) or order(s) to which each of your comments applies and the section and page numbers if applicable.

General Comments:

Name of Regulation(s)/Order(s)_____

If applicable: Section No: _____ on Page: _____

Name of Regulation(s)Order(s): _____

If applicable: Section No: _____ on Page: _____

Name of Regulation(s)/Order(s): _____

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If applicable: Section No: _____ on Page: _____

Thank you!

Responsibilities of an employer

12 It is the responsibility of a person who employs one or more apprentices in a designated trade to do the following with respect to each apprentice:

(a) to provide for on the job training for the apprentice in those tasks, activities and functions in that trade that are carried out by the person employing the apprentice;

(b) to ensure supervision of the apprentice as required by section 16;

(c) to pay wages to the apprentice in accordance with section 13;

(d) to enable the apprentice to regularly attend the technical training that is required under the apprentice's apprenticeship program;

(e) to ensure that the appropriate entries are made in an apprentice's record book;

(f) to submit to the Executive Director the forms and other documents that are required by the Executive Director.

Wages

13(1) Where a trade regulation prescribes the percentage of wages to be paid to apprentices in a trade, a person employing an apprentice in that trade must, subject to the *Employment Standards Code*,

(a) pay wages to the apprentice at a rate that is not less than the percentage prescribed by the trade regulation, and

(b) ensure that the apprentice is paid the required increment commencing on the date that the apprentice has completed the requirements for the previous period of apprenticeship.

(2) Nothing in this Regulation is to be construed so as to require a person to pay wages or prohibit a person from paying wages to an apprentice during the period of time that the apprentice is attending the technical training.

Wages re approved programs

14(1) In this section, "approved program" means a program approved by the Board under which persons are provided with an opportunity to engage in apprenticeship programs who may not otherwise have an opportunity or be able to engage in an apprenticeship program.

(2) Notwithstanding sections 12(c) and 13 but subject to the *Employment Standards Code*, where an apprentice is employed in a designated trade under an approved program, an employer employing that apprentice may, while the apprentice is participating in the approved program, pay to that apprentice wages at a rate approved by the Board that are less than the rate provided for under the applicable trade regulation.

Employment of apprentices

15(1) Except where the applicable trade regulation does not provide for the number of apprentices that may be employed by a person in a designated trade, the number of apprentices that a person may employ in a designated trade is that number as determined in accordance with the applicable trade regulation.

(2) Where

(a) a person who is a certified journeyman or an uncertified journeyman or who employs a certified journeyman or an uncertified journeyman in a designated trade is eligible to employ an apprentice in the trade, and

(b) the number of additional apprentices that the person may employ is based on the number of additional certified journeymen or uncertified journeymen employed by that person,

that person, in determining the number of additional apprentices that may be employed, is to take into account only those certified journeymen or uncertified journeymen who will be providing supervision with respect to the work of the apprentices.

(3) Notwithstanding subsections (1) and (2), if

(a) a person carries on business in respect of which the person must use the services of, as the case may be, a certified journeyman or an uncertified journeyman in a designated trade,

(b) at a location at which the person carries on that business there is an insufficient number of, as the case may be, certified journeymen or uncertified journeymen in that trade to provide those services, and

(c) due to that lack of a sufficient number of certified journeymen or uncertified journeymen in the trade the person is unable to carry out the work to which the person is committed,

the Executive Director may, subject to any conditions that the Executive Director considers appropriate, permit the person to employ, in addition to the number of apprentices authorized under the applicable trade regulation, extra apprentices so as to enable the person to carry out the work to which the person is committed.

(4) A person shall not employ an apprentice except in accordance with the applicable trade regulation and this Regulation.

Supervision and training

16 In order for a person to be able to provide to an apprentice the supervision and training for the purposes of this or an applicable trade regulation,

(a) the supervision must be provided by a supervisor who

(i) is the employer of the apprentice,

(ii) is an employee of the employer of the apprentice, or

(iii) if not employed by the employer of the apprentice, is a person with whom that employer has made arrangements for the supervision of the apprentice,

(b) the supervision must, to the satisfaction of the Executive Director, be of such a nature that

(i) the apprentice being supervised has access to the supervisor and is able to communicate with the supervisor in respect of the task, activity or function being supervised, and

(ii) the supervision provided to the apprentice by the supervisor is sufficient so that the supervisor supplies to the apprentice the technical information, knowledge and

guidance that is necessary for the apprentice to develop skills in the task, activity or function that is being supervised to a standard of skill and competence that is expected of a journeyman in the trade or of a person who has reached the apprentice's level in the apprenticeship program, as the case may be,

and

(c) the training must, to the satisfaction of the Executive Director, be provided to the apprentice in such a manner that the apprentice is able to

(i) acquire the technical information and knowledge, and

(ii) develop the skills

in the tasks, activities and functions that are expected of a journeyman in the trade or of a person who has reached the apprentice's level in the apprenticeship program, as the case may be.

Entries in record book

17 To the extent possible in the circumstances, the apprentice's direct supervisor is to make the appropriate entries in the apprentice's record book

(a) on the completion by the apprentice of each period of the apprenticeship program;

(b) in the case where the apprentice's contract of apprenticeship is transferred, at the time of the transfer;

(c) in the case where the supervision has been provided by someone other than the apprentice's employer or an employee of the apprentice's employer, on completion of the training in the tasks, activities and functions for the trade.

Responsibilities of an apprentice

18 It is the responsibility of an apprentice to do the following:

(a) to complete the required on the job training in the tasks, activities and functions for the trade as assigned by the person employing the apprentice;

(b) to meet any additional training requirements relating to the trade that the person employing the apprentice or the applicable local apprenticeship committee or, where there is not a local apprenticeship committee, the applicable provincial apprenticeship committee considers appropriate;

(c) to attend regularly the technical training that is required in order for the contract of apprenticeship to be completed;

(d) to plan for and make any necessary arrangements to meet financial needs while attending the technical training;

(e) to acquire the text books and other supplies that are required for the apprentice to engage in the technical training;

(f) to successfully complete in a timely manner all requirements required pursuant to the technical training and all the examinations required by the Board;

(g) to successfully complete the term of apprenticeship;

(h) to review with the apprentice's direct supervisor, at the completion of each period of apprenticeship, the hours worked and the on the job training completed during that period;

(i) to ensure that the apprentice's record book is kept up to date;

(j) to send the apprentice's record book, or otherwise ensure that it is sent, to the Executive Director on the successful completion of each period of the apprentice's apprenticeship program;

(k) to complete the documentation required to transfer the contract of apprenticeship should the apprentice become unemployed or employed by another person;

(l) to immediately notify the Executive Director of any change in address or in employment;

(m) to carry the apprentice's identification card at all times while at work and to produce it on request.

Resolution of disagreement

19(1) Where a disagreement arises between an employer and an employee in respect of an apprenticeship program or a contract of apprenticeship and the parties to the disagreement are unable to settle the matter, both or either of the parties may refer the matter to the presiding officer of the applicable local apprenticeship committee for settlement.

(2) Notwithstanding subsection (1), in the event that a local apprenticeship committee does not exist to which a disagreement may be referred under subsection (1), both or either of the parties to the disagreement may refer the matter to the presiding officer of the applicable provincial apprenticeship committee for settlement.

(3) If the presiding officer of the local apprenticeship committee is unable to effect a settlement of the matter,

(a) the presiding officer of the local apprenticeship committee, or

(b) both or either of the parties to the disagreement,

may refer the matter to the presiding officer of the applicable provincial apprenticeship committee for settlement.

(4) If a matter is referred to the presiding officer of a provincial apprenticeship committee under subsection (2) or (3) and the presiding officer is unable to effect a settlement of the matter,

(a) the presiding officer of the provincial apprenticeship committee, or

(b) both or either of the parties to the disagreement,

may refer the matter to the presiding officer of the Board for settlement.

(5) Where the presiding officer of the Board renders a decision on a matter referred to the presiding officer under subsection (4), the decision is binding on the parties to the disagreement.

(6) Where the subject-matter of the disagreement or the contents of the decision of the presiding officer of the Board is a matter that may be appealed under Part 4 of the Act, an appeal of that matter under Part 4 of the Act is not to be commenced until the process provided for by subsections (1) to (4) of this section is completed and the presiding officer of the Board has rendered a decision.

(7) For the purposes of Part 4 of the Act, the 30-day appeal period commences on the day after the day that the decision of the presiding officer of the Board is served on the party wishing to appeal that decision.

(8) Where a matter is referred to a presiding officer under subsection (1), (2), (3) or (4), the following apply:

(a) the presiding officer must, unless the parties to the disagreement otherwise agree, convene one or more meetings between the parties and the presiding officer for the purpose of resolving the disagreement;

(b) with the consent of the parties to a disagreement, a meeting convened under clause (a) may be conducted by means of electronic communications equipment if that equipment enables all the persons attending the meeting to communicate with each other;

(c) the presiding officer may proceed to review the matter and consider representations made, if any, notwithstanding that a party to the disagreement fails to attend a meeting convened under clause (a);

(d) the presiding officer must commence the review of the matter within 21 days from the day that the matter was referred to the presiding officer;

(e) if a matter referred to the presiding officer of a committee is not resolved within 45 days from the day that the matter was referred to the presiding officer, the matter may be treated by the presiding officer or a party to the disagreement as if the presiding officer was unable to effect a settlement of the matter;

(f) for the purposes of subsection (6), if the presiding officer of the Board does not render a decision within 45 days from the day the matter was referred to the presiding officer, a party to the disagreement may proceed as if the process provided for by subsections (1) to (4) had been completed and a decision had been rendered;

(g) the presiding officer of the local apprenticeship committee may authorize a member of that committee to act under this section in the place of the presiding officer;

(h) the presiding officer of the provincial apprenticeship committee may authorize a member of that committee to act under this section in the place of the presiding officer;

(i) the presiding officer of the Board may authorize a member of the Board to act under this section in place of the presiding officer.

Repeal

20 The *Apprenticeship Program and Certification Regulation* (AR 1/92) is repealed.

Expiry

21 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on October 31, 2005.

Coming into force

22 This Regulation comes into force on January 1, 2001.

Summary of Proposed Trade Regulations (generic[1])

Subject	Proposed[1]	Existing	Comments
GENERAL MATTERS RESPECTING THE TRADE			
Constitution of the trade	The undertakings of a trade are set out at the beginning of the regulation. ***Section 2***	Same content contained in the schedule at the end of the regulation.	The undertakings of a trade describe the scope of work of the trade or the general enterprise, pursuits or purposes for which the trade is established.
Tasks, activities and functions	The tasks, activities and functions that come within a trade are described. ***Section 3***	Same content contained in the schedule at the end of the regulation.	The tasks, activities and functions of a trade are the varied activities performed in the course of carrying out the undertakings.
APPRENTICESHIP PROGRAM			
Term of the apprenticeship program	The *term* of the apprenticeship program in a trade is prescribed as a certain number of periods of a specified length. Most periods are 3 or 4 periods of not less than 12 months each. The requirements for each period are set out • in terms of a certain number of hours of on the job training (e.g. 1500 hours) plus • successful completion of the technical training required or approved by the Alberta Apprenticeship and Industry Training Board. ***Section 4***	Same	This outlines the details of the apprenticeship program in the applicable trade.
Employment of apprentices	This section provides that where a person employs an apprentice, the employment must be carried out in accordance with the prescribed journeyman/ apprentice ratio. The ratio in most trades is one journeyman to one apprentice. ***Section 5***	Same	Ratios help to ensure apprentices receive appropriate supervision and training.

[1] This summary describes 44 of the 50 proposed trade regulations. The remaining 6 trades have "branches", each with a distinctive scope of work. The proposed trade regulation for these trades is formatted somewhat differently. The provisions respecting each branch of the trade are combined for ease of reference. The format is consistent with the format described in this summary. Copies of the proposed trade regulation for each trade are available on www.tradesecrets.org under The Library.

Summary of Proposed Trade Regulations (generic)

Subject	Proposed[1]	Existing	Comments
Wages	This section prescribes the minimum wages that an employer must pay to an apprentice as a percentage of wages paid by the employer to employees who are certified in the trade. ***Section 6***	Same	Not all trade regulations contain this provision. Where they do, an employer must, subject to the *Employment Standards Code*, pay an apprentice at least the prescribed percentage. Provisions are made in the proposed Apprenticeship Program Regulation (see Summary, page 28) for the payment of wages that are less than what is prescribed in the applicable trade regulation to apprentices in "approved programs" (e.g. registered apprenticeship program or RAP).
TRANSITIONAL PROVISIONS, REPEALS, EXPIRY AND COMING INTO FORCE			
Apprenticeship continues	A person who is an apprentice in the trade when the new regulation comes into force continues to be an apprentice. ***Section 7***	Not applicable	This ensures the continuity of apprenticeships. Neither apprentices or employers are affected by the change made to the regulation.
Repeal	The current trade regulations will be repealed when the new regulations come into force. ***Section 8***	The current regulation repealed the previous regulation.	The regulation will be replaced by a new trade regulation.
Expiry	The trade regulations will expire on August 31, 2004 or August 31, 2005. ***Section 9***	Not applicable	A section called a "sunset" clause is included to ensure the regulation is reviewed for ongoing relevancy and necessity. This is required by the Government of Alberta's policy on regulatory reform.
Coming into force	The trade regulations will come into force on January 1, 2001. ***Section 10***	Not applicable	
		The following program detail is currently in regulation: Education requirements to enter an apprenticeship program	This information will be contained in Board Orders made by the Board. See pages 71 – 74.

Proposed Bricklayer Trade Regulation

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Definitions

1 In this Regulation,

(a) "apprentice" means a person who is an apprentice in the trade;

(b) "brick" means brick of all types and without limiting the generality of the foregoing includes the following:

(i) blocks;

(ii) all types of stone including cut and dressed stone;

(iii)structural tile;

(iv) precast concrete components;

(v) refractory systems and materials;

(vi) prefabricated masonry panels;

(vii) mortars;

(viii) waterproofing and damp-proofing materials;

(c) "certified journeyman" means a certified journeyman as defined in the *Apprenticeship Program Regulation*;

(d) "technical training" means technical training as defined in the *Apprenticeship Program Regulation*;

(e) "trade" means the occupation of bricklayer that is designated as an optional certification trade pursuant to the Act;

(f) "uncertified journeyman" means an uncertified journeyman as defined in the *Apprenticeship Program Regulation*.

General Matters Respecting the Trade

Constitution of the trade

2 The undertakings that constitute the trade are the erection, installation, repair and maintenance of brick and without limiting the generality of the foregoing, include the following:

(a) laying, installing and repairing masonry units of brick;

(b) installing anchoring systems;

(c) placing steel reinforcing and grouts in cavities or cores;

(d) repairing, pointing, cleaning and maintaining brick;

(e) lining or relining chimneys, ovens, boilers and other vessels;

(f) lining or relining combustion chambers in fireplaces, furnaces and kilns;

(g) installing and caulking prefabricated masonry panels and precast concrete products;

(h) installing insulation, waterproofing and damp-proofing materials and air vapour barriers.

Tasks, activities and functions

3 When practising or otherwise carrying out work in the trade, the following tasks, activities and functions come within the trade:

(a) using detailed drawings and blueprints and other specifications;

(b) using hand tools, power tools, levels and explosive actuated tools;

(c) using mixers, masonry saws and forklifts;

(d) using various mortars, units and accessories for bonding;

(e) using, setting up and assembling rigging and hoisting equipment, ladders and scaffolds;

(f) using any new innovative trade related technological changes that relate to materials or methods of construction.

Apprenticeship

Term of the apprenticeship program

4(1) Subject to credit being granted pursuant to an order of the Board for previous training or experience, the term of an apprenticeship program for the trade consists of 3 periods of not less than 12 months each.

(2) In the first period of the apprenticeship program an apprentice must acquire not less than 1600 hours of on the job training and successfully complete the technical training that is required or approved by the Board.

(3) In the 2nd period of the apprenticeship program an apprentice must acquire not less than 1600 hours of on the job training and successfully complete the technical training that is required or approved by the Board.

(4) In the 3rd period of the apprenticeship program an apprentice must acquire not less than 1600 hours of on the job training and successfully complete the technical training that is required or approved by the Board.

Employment of apprentices

5(1) Where a person employs an apprentice, that employment must be carried out in accordance with this section.

(2) A person who is a certified journeyman or an uncertified journeyman in the trade or employs a certified journeyman or an uncertified journeyman in the trade may employ one apprentice and one additional apprentice for each additional certified journeyman or uncertified journeyman in the trade that is employed by that person.

Wages

6(1) Subject to the *Apprenticeship Program Regulation*, a person shall not pay wages to an apprentice that are less than those provided for under subsection (2).

(2) Subject to the *Employment Standards Code*, a person employing an apprentice must pay wages to the apprentice that are at least equal to the following percentages of the wages paid to employees who are certified journeymen or uncertified journeymen in the trade:

(a) 60% in the first period of the apprenticeship program;

(b) 80% in the 2nd period of the apprenticeship program;

(c) 90% in the 3rd period of the apprenticeship program.

Transitional Provisions, Repeals, Expiry and Coming into Force

Apprenticeship continues

7 A person who immediately prior to January 1, 2001 was an apprentice in an apprenticeship program under the *Bricklayer Trade Regulation* (AR 123/94) continues as an apprentice in that apprenticeship program under this Regulation.

Repeal

8 The *Bricklayer Trade Regulation* (AR 123/94) is repealed.

Expiry

9 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on August 31, 2005.

Coming into force

10 This Regulation comes into force on January 1, 2001.

Subject	Proposed Order	Existing (In the *Apprenticeship Program and Certification Regulation* (AR 1/92) unless otherwise noted)	Comments

Achievement of Standards	The Alberta Apprenticeship and Industry Training Board, in consultation with the provincial apprenticeship committees and occupational committees sets or recognizes examinations required under this Order and determines the pass mark.
	Section 2
		Same	This provision applies to theory and practical examinations required to
			• enter and complete an apprenticeship program
			• demonstrate skills and knowledge in a trade or occupation
			  • for advanced standing in an apprenticeship program, and
			  • to obtain a trade or occupational certificate

APPRENTICESHIP PROGRAM			
Record book	Record books are to be in a format that is approved by the Board on the recommendation of the applicable provincial apprenticeship committee. ***Section 3***	Same	Record books are used to document the progress of an apprentice.
Educational and other entrance requirements	The educational and other entrance requirements to enter an apprenticeship program in each trade are set out in the Schedule. ***Section 4***	The educational and other entrance requirements have not changed. They are currently identified in each trade regulation.	This is consistent with the Board's recommendation that program detail be removed from regulation. *A Vision for the Future* Phase II consultation specifically discussed the removal of entrance requirements.
Assessment of skill and knowledge in a trade	The Executive Director is authorized by examination or otherwise to assess the skills and knowledge of a person who wants to become an apprentice. ***Section 5***	Same	This is the 'prior learning assessment' that may lead to a prospective apprentice being granted credit for advanced standing in an apprenticeship program.
Credit for advanced standing in an apprenticeship program	The Executive Director may grant credit to a prospective apprentice for • training or experience recognized by the provincial apprenticeship committee, • assessment made by examination, and • previous experience recognized by the employer.	Same	Prior knowledge and skills merit recognition.
	The term of apprenticeship cannot be reduced to less than 12 months unless the person has previously participated in an Alberta apprenticeship program. ***Section 6***	Same	

Proposed Apprenticeship and Certification Order

Subject	Proposed Order	Existing (in the *Apprenticeship Program and Certification Regulation* (AR 1/92) unless otherwise noted)	Comments
Approval to enter apprenticeship program	A person who does not meet the educational requirements to become an apprentice may be registered and granted a period of time to meet those requirements. The apprentice may not attend technical training until the entrance requirements are met. ***Section 7***	Same Failure to meet the entrance requirements within the allotted time may result in the cancellation of the apprentice's registration as an apprentice.	This allows a person to work in the trade while providing time to meet the educational requirements. A person who does not meet the educational requirements is often not successful in technical training. Cancellation of an apprentice's registration is covered in the proposed Apprenticeship and Industry Training Administration Regulation (see Summary, page 5).
Registered Apprenticeship Program	A person taking courses towards a high school diploma may enter the Registered Apprenticeship Program (RAP). A RAP apprentice • may receive instruction in the trade or, with certain approvals, take technical training • must participate in on the job training A RAP apprentice may continue in his/her apprenticeship program after leaving school. ***Section 8***	Same	The RAP program encourages young people to enter a trade and employers to employ young people in a trade.
Modified apprenticeship program	The Executive Director may modify the requirements of an apprenticeship program if there are limitations on a person's ability to complete the program. ***Section 9***	Same	This allows people who might not otherwise have an opportunity to enter and complete an apprenticeship program and have a productive career.

Proposed Apprenticeship and Certification Order

Subject	Proposed Order	Existing (In the *Apprenticeship Program and Certification Regulation* (AR 1/92) unless otherwise noted)	Comments
Progress in an apprenticeship program	An apprentice is expected to progress and complete his/her apprenticeship program in a timely manner.	The authority to cancel the registration of an apprentice is in the *Apprenticeship Training Regulation* (AR 2/92). It is continued in the proposed Apprenticeship and Industry Training Administration Regulation.	Clarifies the Board's position that a person cannot be an apprentice for an indefinite period of time unless there are specific reasons why that should happen.
	The Executive Director may allow an apprentice who meets certain criteria including a recommendation from the employer to continue to be registered as an apprentice. ***Section 10***	The conditions under which the registration will not be cancelled is currently in Board policy.	
Excess hours of on the job training	Where an apprentice has more hours of on the job training than required for a particular period of apprenticeship, a maximum of 480 hours may be credited to the next period. ***Section 11***	Same	This is a recognition that there is more work available in some years than in other years.
Requirements to advance	An apprentice must complete all requirements of one period of apprenticeship to advance to the next period. ***Section 12***	Same	Clarifies: • for the apprentice, what must be completed in order to advance to the next period. • for the employer, when an apprentice has completed a period of apprenticeship.
Requirements to complete an apprenticeship program	The requirements for completion of an apprenticeship program include successful completion of: • on the job training, • technical training, and • examinations.	The current regulation refers only to completion of all examinations. The further detail is currently in Board policy.	Clarifies the requirements to complete an apprenticeship program.
	The minimum requirements for completion are: • 12 months as a registered apprentice, • on the job training equivalent to the amount required for the final period in that trade, and • completion of one period of technical training or credit for the training. ***Section 13***	Minimum requirements other than 12 months are currently in Board policy.	

Subject	Proposed Order	Existing (In the *Apprenticeship Program and Certification Regulation* (AR 1/92) unless otherwise noted)	Comments
Early completion of an apprenticeship program	An apprentice in the final period of apprenticeship may complete the apprenticeship program early under certain circumstances. These include attending all periods of technical training and on the job training in the broad scope of the trade. ***Section 14***	This currently is Board policy.	Responds to the needs of apprentices who meet all the requirements, except the time requirement, early.
Recognition of programs	The provincial apprenticeship committee may recommend to the Board that a training program available in another jurisdiction be recognized as equivalent to the apprenticeship program. ***Section 15***	Same	Programs currently recognized are • Canadian Elevator Industry Education Program (CEIEP) and National Elevator Industry Educational Program (NEIEP) in the elevator constructor trade • Crane and hoisting equipment operator in Saskatchewan • Canadian Department of National Defense QL5 level or higher in automotive service technician or heavy equipment technician trades only
QUALIFICATION CERTIFICATE PROGRAM			
Qualification Certificate	A person may be granted a trade certificate known as a Qualification Certificate without entering or completing an apprenticeship program ***Section 16***	Same	A person who completes an Alberta apprenticeship program is granted an Alberta Journeyman Certificate.
Requirements to be granted a Qualification Certificate	A person who has not completed an Alberta apprenticeship program may be granted a Qualification Certificate if that person has the required work experience and successfully completes the required examinations. ...continued	Only people who have no certification in a trade may be granted a Qualification Certificate. Currently if someone has certification they are required to apply for an equivalency document.	The current process is cumbersome and confusing. This change makes the system more responsive to both workers and employers.

Subject	Proposed Order	Existing (in the *Apprenticeship Program and Certification Regulation* (AR 1/92) unless otherwise noted)	Comments
Requirements to be granted a Qualification Certificate (continued)	The work experience required is normally 1.5 times the time required for an apprenticeship program. However, in the wellhead boom truck branch of the crane and hoisting equipment operator trade only the same amount of time as in the apprenticeship program is required.	Same	People working in the wellhead boom truck branch of the trade rarely remain there for more than 12 months. This allows them to apply for certification before they move or change positions and to supervise apprentices who take their previous position. This was recommended by the provincial apprenticeship committee.
	The Executive Director may grant credit for previous training or experience. ***Section 17***	Currently in policy.	Makes policy transparent.
RECOGNITION OF CERTIFICATES			
Recognition of certificates bearing a Red Seal	Certificates issued by another jurisdiction in Canada bearing an Interprovincial Standards Red Seal are recognized as being equivalent to an Alberta trade or occupational certificate as the case may be. ***Section 18***	Same with respect to trade certificates.	Red Seals on certificates in trades or occupations that in Alberta are designated occupations (for example, Warehousing) are anticipated.
Recognition of certificates of completion of apprenticeship	Certificates of completion of apprenticeship issued in Alberta prior to the implementation of the Red Seal program or in trades that are not participating in the Red Seal program are recognized as equivalent to a trade or occupational certificate as the case may be. ***Section 19***	Same with respect to trade certificates.	Red Seals on completion of apprenticeship certificates in occupations that in Alberta are designated occupations are also anticipated.
Recognition of certificates in recognized programs	Where the Board recognizes a training program as equivalent to an apprenticeship program, the certificate or document that is issued or granted to a person in respect of that program is recognized as being equivalent to a trade certificate in that trade. ***Section 20***	Same	If a program is recognized as equivalent to an apprenticeship program, the certificate for completing that program should also be recognized.

Subject	Proposed Order	Existing (in the *Apprenticeship Program and Certification Regulation* (AR 1/92) unless otherwise noted)	Comments
Recognition of other certificates	There are certificates issued by other jurisdictions in Canada that do not meet the requirements outlined in sections 18 or 19. A person who holds one of these certificates may apply to the Executive Director to have it recognized. The Executive Director may recognize such a certificate as equivalent if the holder of the certificate successfully completes one or more examinations set or recognized by the Board. ***Section 21***	A person who holds a trade related certificate, including those issued by other jurisdictions in Canada, that is not recognized can apply to have it recognized.	The existing provision respecting the recognition of "non-recognized' certificates has caused confusion and delays in recognizing people's trade qualifications. When combined with the expansion of the eligibility requirements to receive a Qualification Certificate (see page 56), this change should reduce the confusion and delay. It should also provide Alberta employers with an accurate measure of a worker's skills and knowledge when compared to an Alberta worker.
Schedule	The Schedule to the Order contains the entrance requirements for apprentices in each designated trade.	The entrance requirements are in the applicable trade regulation.	This is consistent with the Board's recommendation that program detail be removed from regulation.

Alberta Apprenticeship and Industry Training Board

Apprenticeship and Certification Order

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Definitions

1 In this Order,

(a) "Act" means the *Apprenticeship and Industry Training Act*;

(b) "Board" means the Alberta Apprenticeship and Industry Training Board;

(c) "Executive Director" means the Executive Director appointed under the Act;

(d) *"on the job training"* means the training provided to an apprentice by the apprentice's employer or the supervisor and includes those circumstances under which an apprentice acquires skill and knowledge by means of work experience gained during the apprentice's apprenticeship program.

(e) "record book" means a record book issued in respect of an apprenticeship program in which the progress of an apprentice is to be documented and includes the material or documentation known as the "blue book";

(f) "technical training" means the formal instruction and technical courses, or any combination of them, that are part of an apprenticeship program;

(g) "trade regulation" means, in respect of a designated trade, the regulation under the Act that prescribes the undertakings and the tasks, activities and functions that come within that designated trade.

Achievement of standards

2 The Board, in consultation with the applicable provincial apprenticeship committee or occupational committee

(a) sets or recognizes the examinations that are required to measure the achievement of standards under this Order, and

(b) determines the standards that are to be achieved.

Part 1
Apprenticeship

Record book

3 The record book that is issued to an apprentice is to be in a format approved by the Board on the recommendation of the applicable provincial apprenticeship committee

Educational and other entrance requirements

4(1) The educational and other entrance requirements set out in the Schedule are the requirements to enter an apprenticeship program in the applicable designated trade

(2) Where a person is unable to establish that the person has met the educational requirements outlined in the Schedule, that person may

successfully complete an entrance examination instead of meeting the educational requirements.

(3) Where no educational requirements are indicated in the Schedule in respect of a designated trade, a person must successfully complete an entrance examination to enter into an apprenticeship program in that trade.

Assessment of skill and knowledge in a trade

5 The Executive Director, by examination or otherwise, may assess the skills and knowledge of a person who wishes to become an apprentice in a designated trade and who purports to have previous experience or training in respect of the tasks, activities and functions in that trade.

Credit for advanced standing in an apprenticeship program

6(1) Where

(a) a prospective apprentice has taken training or acquired experience, or both, that has been recognized by the provincial apprenticeship committee as being in whole or in part equivalent to the technical training or on the job training that is required in an apprenticeship program,

(b) the Executive Director has assessed under section 5 the skills and knowledge of a prospective apprentice in respect of the tasks, activities and functions in a designated trade, or

(c) the Executive Director has received a recommendation from the person who employs the prospective apprentice that credit for previous experience with respect to the tasks, activities or functions in the designated trade be granted to the prospective apprentice

the Executive Director may

(d) grant to the prospective apprentice credit for

(i) training or experience recognized by the provincial apprenticeship committee,

(ii) the prospective apprentice's skills and knowledge established pursuant to an assessment under section 3, and

(iii) previous experience recognized by the person who employs the prospective apprentice

and

(e) determine the level at which the prospective apprentice may enter into the apprenticeship program

(2) In granting credit, the Executive Director must consider the recommendations made by the person who employs the prospective apprentice.

(3) Where the Executive Director grants credit to a prospective apprentice, the Executive Director may, subject to subsection (3), do one or more of the following:

(a) reduce the number of periods of apprenticeship to be served by the prospective apprentice;

(b) reduce the length of a period of apprenticeship to be served by the prospective apprentice;

(c) reduce the number of hours of on the job training that must be acquired by the prospective apprentice;

(d) reduce the amount of technical training that must be completed by the prospective apprentice.

(4) The Executive Director must not reduce the term of apprenticeship to less than 12 months except where a person has, in the opinion of the Executive Director, successfully participated in an Alberta apprenticeship program.

Approval to enter apprenticeship program

7(1) Notwithstanding section 4, if a person does not meet the educational or other entrance requirements for the applicable trade, the Executive Director may allow that person to enter into the apprenticeship program.

(2) A person who enters an apprenticeship program under subsection (1) is not eligible to engage in the technical training required under the apprenticeship program until the apprentice meets the educational or other entrance requirements applicable to that person's apprenticeship program.

(3) The Executive Director may allow an apprentice who enters an apprenticeship program under subsection (1), commencing on the day that the person enters into the apprenticeship program, a period of time within which the person must meet the educational or other entrance requirements applicable to that person's apprenticeship program

(4) For the purposes of subsection (3), the Executive Director may, depending on the circumstances, prescribe a period of time of not less than 90 days nor greater than 365 days within which a person must meet the educational or other entrance requirements applicable to that person's apprenticeship program.

Registered Apprenticeship Program

8(1) Where a person is taking courses for the purpose of acquiring or up-grading a high school diploma and that person's employer or prospective employer meets the requirements set out in the *Apprenticeship Program Regulation* for that trade, that person may enter an apprenticeship program in respect of a designated trade.

(2) While participating in a registered apprenticeship program, an apprentice

(a) may

(i) by means of high school courses, receive instruction in respect of theoretical or technical topics that are applicable to the apprenticeship program, or

(ii) with the approval of the apprentice's parents, school and employer, engage in the technical training provided under the applicable trade regulation,

and

(b) must participate in on the job training of the type that is required under the applicable trade regulation.

(3) An apprentice who has been participating in a registered apprenticeship program may, on acquisition of the high school diploma or on ceasing to take courses for the purpose of acquiring or up-grading a high school diploma, continue to be an apprentice in the apprenticeship program under the applicable trade regulation.

Modified apprenticeship program

9(1) Notwithstanding anything else in this Order or the *Apprenticeship Program Regulation*, if

(a) in the opinion of the Executive Director, exceptional, unique or abnormal circumstances exist in a particular situation that limits a person's ability to enter into or successfully complete an apprenticeship program in a designated trade, and

(b) in the opinion of the Executive Director, the person's general capabilities are such that the person will with training be able to successfully work in or perform the tasks, activities or functions in the designated trade,

the Executive Director may modify the requirements of the apprenticeship program in that trade in order to accommodate that person.

(2) If the Executive Director modifies the requirements of an apprenticeship program, the Executive Director may prescribe terms or conditions to the carrying out of that modified apprenticeship program.

Progress in an apprenticeship program

10(1) In this section, "progress" means the demonstration of activity in an apprenticeship program that would lead an apprentice to completion of a period of apprenticeship or the apprenticeship program including:

(a) meeting the entrance requirements within the time allowed,

(b) registering for, and attending, technical training or upgrading,

(c) challenging a required examination,

(d) submitting an updated record book indicating completion of the required hours of on the job training,

(e) transferring a contract of apprenticeship from the Executive Director to an employer in the trade.

(2) An apprentice is expected to progress in the apprentice's apprenticeship program and complete that program in a timely manner.

(3) The Executive Director may continue the registration of an apprentice who

(a) is unable to meet all the requirements of the entire apprenticeship program and is therefore unable to progress

in the apprenticeship program, but

(b) is functioning at a level with which the person who employs the apprentice is satisfied

provided

(c) the person who employs the apprentice has recommended that the apprentice should continue to be registered, and

(d) the apprentice, to the satisfaction of the Executive Director, has or demonstrates one or more of the following:

(i) inability to successfully complete technical training;

(ii) inability to pass an exam after several attempts;

(iii) medical assessment;

(iv) psychological assessment;

(v) inability to learn English.

Excess hours of on the job training

11(1) Where at the end of a period of an apprenticeship program an apprentice has acquired more hours of on the job training than are required for that period, the Executive Director may, subject to subsection (2), credit those excess hours of on the job training against the number of hours of on the job training that are required for the next subsequent period of the apprenticeship program.

(2) The number of excess hours of on the job training that may be credited under subsection (1) against the number of hours of on the job training that are required in the next subsequent period of an apprenticeship program

(a) is not to exceed 480 hours, and

(b) may only be credited if at the end of the period to which they are to be credited the apprentice has not completed the number of hours of on the job training that are required for that period.

Requirements to advance

12(1) An apprentice cannot advance from one period of an apprenticeship program to the next subsequent period of the apprenticeship program until

(a) the apprentice has successfully

(i) acquired the on the job training required for that

period,

(ii) completed the technical training required for that period, and

(iii) completed all the examinations required for that period,

(b) the date for the completion of that period has expired, and

(c) the Executive Director has endorsed the fact that the apprentice has completed all the requirements for that period.

(2) Notwithstanding subsection (1) and subject to section 13, the Executive Director, on the recommendation of the person who employs an apprentice, may by examination assess the skills and knowledge of an apprentice who does not wish to attend the technical training for a specific period of apprenticeship.

(3) The Executive Director may grant credit for the apprentice's skills and knowledge established pursuant to an assessment under subsection (2) and reduce the amount of the on the job training that must be completed by the apprentice.

Requirements to complete an apprenticeship program

13(1) In order to complete an apprenticeship program and be granted an Alberta Journeyman Certificate, an apprentice must, with respect to the apprenticeship program,

(a) have completed the term of apprenticeship that is applicable to that apprentice,

(b) in the opinion of the Executive Director, have successfully completed all the requirements required pursuant to the technical training,

(c) have successfully completed all examinations that are required to be taken, and

(d) with respect to the on the job training,

(i) be given a satisfactory report by the apprentice's direct supervisor that the apprentice has successfully completed the on the job training requirements, or

(ii) satisfy

(A) the local apprenticeship committee in the

designated trade, or

(B) the provincial apprenticeship committee in the designated trade if there is not a local apprenticeship committee in that designated trade,

that the apprentice has successfully completed the on the job training requirements.

(2) Unless an apprentice has previously participated in an Alberta apprenticeship program, the minimum requirements for completing an apprenticeship program are successful completion of:

(a) a contract of apprenticeship that is at least 12 months long;

(b) the amount of on the job training prescribed by the applicable trade regulation for the final period of apprenticeship and a satisfactory report from the apprentice's direct supervisor;

(c) a minimum of

(i) one period of technical training required for the applicable apprenticeship program, or

(ii) credit for previous completion of a program of training, a course of training or program of study recognized by the applicable provincial apprenticeship committee.

(d) the required examinations for each period of apprenticeship.

Early completion of an apprenticeship program

14 Notwithstanding section 13, an apprentice, in the final period of the apprentice's apprenticeship program may, on application, complete that apprenticeship program before the end of the term of the apprenticeship program that is applicable to that apprentice if the apprentice has successfully:

(a) attended and completed all of the required technical training;

(b) completed all of the required examinations;

(c) obtained at least the minimum number of hours of on the job training prescribed for the final period, including a satisfactory report from the apprentice's direct supervisor; and.

(d) in the opinion of the Executive Director, had on the job training in the broad scope of the trade.

Recognition of programs

15 Where a training program, a course of training or a program of study is

(a) available in another jurisdiction, and

(b) in the opinion of the applicable provincial apprenticeship committee is the equivalent of an apprenticeship program in a designated trade

the provincial apprenticeship committee may recommend to the Board that the training program, course of training or program of study be recognized as being equivalent to an apprenticeship program in a designated trade.

Part 2
Qualification Certificate Program

Qualification Certificate

16 A person may, in accordance with section 17, be granted a trade certificate known as a Qualification Certificate without entering or completing an apprenticeship program.

Requirements to be granted a Qualification Certificate

17(1) A person who has not completed an Alberta apprenticeship program may be granted a Qualification Certificate in a designated trade if that person establishes to the satisfaction of the Executive Director that the person has, in respect of that trade,

(a) worked in the trade for 1.5 times the total amount of time prescribed by the trade regulation to complete the term of apprenticeship,

(b) completed 1.5 times the total number of hours of on the job training prescribed by the trade regulation to complete the term of apprenticeship, and

(c) successfully completed to the satisfaction of the Board one or more examinations set or recognized by the Board.

(2) With respect to the requirements required under subsection (1), the Executive Director may grant credit for related training and experience as if the person was applying to enter an apprenticeship program in that trade.

Part 3
Recognition of Certificates

Recognition of Certificates bearing a Red Seal

18 A certificate that is issued by another jurisdiction in Canada

(a) in an occupation that in Alberta is a designated trade or a designated occupation, and

(b) that bears an Interprovincial Standards Red Seal,

is recognized as being equivalent to a trade certificate in that designated trade or an occupational certificate in that designated occupation, as the case may be.

Recognition of certificates of completion of apprenticeship

19 A certificate of completion of apprenticeship that is issued by another jurisdiction in Canada in an occupation that in Alberta is designated trade is recognized as being equivalent to a trade certificate if the certificate of completion of apprenticeship

(a) was issued prior to the implementation of the Interprovincial Standards (Red Seal) Program in that occupation,

(b) was issued in an occupation that is not participating in the Interprovincial Standards (Red Seal) Program, or

(c) was issued in an occupation that is participating in the Interprovincial Standards (Red Seal) Program but the technical training was provided in Alberta.

Recognition of certificates in recognized programs

20 Where the Board recognizes a training program, a course of training or a program of study under section 15, a certificate or document that is issued or granted to a person for successful completion of that training program, course of training or program of study is recognized as being equivalent to a trade certificate in the designated trade.

Recognition of other certificates

21 Where a person holds a certificate that is issued by another jurisdiction in Canada in an occupation that in Alberta is a designated trade

(a) in an occupation that is participating in the Interprovincial Standards (Red Seal) Program,

(b) that does not bear an Interprovincial Standards Red Seal,

and

(c) was issued after the implementation of the Interprovincial Standards (Red Seal) Program in that occupation,

that person may apply to the Executive Director to have that certificate recognized as being equivalent to a trade certificate in that designated trade.

(2) Where a person holds a certificate other than a certificate of completion of apprenticeship that is

(a) issued by another jurisdiction in Canada in an occupation that in Alberta is a designated trade, and

(b) in a occupation that is not participating in the Interprovincial Standards (Red Seal) Program,

that person may apply to the Executive Director to have that certificate recognized as being equivalent to a trade certificate in that trade.

(3) The Executive Director may recognize a certificate referred to in subsections (1) and (2) after successful completion by the holder of the certificate of one or more examinations.

Coming into force

22 This Order comes into force on January 1, 2001.

Proposed Apprenticeship and Certification Order

SCHEDULE

Entrance Requirements for an Apprentice in each Designated Trade

Trade	Educational and other Entrance Requirements		
Agricultural Mechanic	Grade 10 or equivalent	or	entrance exam
Appliance Service Technician	Grade 10 with (i) a "B" standing in mathematics 13 or equivalent, and (ii) completion of a grade 10 English course or equivalent	or	entrance exam
Auto Body Technician Collision and Refinishing Collision Refinishing	Grade 10 or equivalent	or	entrance exam
Automotive Service Technician	Grade 10 or equivalent	or	entrance exam
Baker	Grade 9 or equivalent	or	entrance exam
Boilermaker	Grade 11 with a pass mark in mathematics 23 or equivalent	or	entrance exam
Bricklayer	Grade 9 or equivalent	or	entrance exam
Cabinetmaker	Grade 11 or equivalent with a pass mark in Applied Math 20, Math 20 or 23 or equivalent	or	entrance exam
Carpenter	Grade 9 or equivalent	or	entrance exam
Communication Electrician Construction Craft Network Craft	Grade 12 with a pass mark in Mathematics 30 or equivalent	or	entrance exam
Concrete Finisher	Grade 9 or equivalent	or	entrance exam
Cook	Grade 9 or equivalent	or	entrance exam
Crane and Hoisting Equipment Operator Mobile Crane Hydraulic Mobile Conventional Mobile	Grade 10 or equivalent	or	entrance exam

Proposed Apprenticeship and Certification Order

Trade	Educational and other Entrance Requirements
Tower Crane Boom Truck Heavy boom truck Medium boom truck Wellhead boom truck	
Electrical Motor Systems Technician	Pass mark in Mathematics 23 or equivalent or entrance exam
Electrician	High school diploma with (i) a pass mark in Mathematics 20 or 23, and (ii) at least 10 credits in a high school science or equivalent or entrance exam
Electronic technician	Grade 12 with a "B" standing in Mathematics 20 and Physics 20 or equivalent or entrance exam
Elevator Constructor	High school diploma or equivalent or entrance exam
Floorcovering Installer	Grade 9 or equivalent or entrance exam
Gasfitter Gasfitter (1st class) Gasfitter (2nd class)	 Grade 9 or equivalent or entrance exam Trade certificate in either plumber or steamfitter-pipefitter not applicable
Glazier	Grade 9 or equivalent or entrance exam
Hairstylist	Grade 10 or equivalent or entrance exam
Heavy equipment technician Heavy duty equipment mechanic (off road) Truck and transport mechanic Truck-trailer mechanic	Grade 11 or equivalent or entrance exam
Instrument technician	Pass mark in Mathematics 20 or 23 and 10 credits in high school science or equivalent or entrance exam

Proposed Apprenticeship and Certification Order

Trade	Educational and other Entrance Requirements		
Insulator	Grade 9 or equivalent	or	entrance exam
Ironworker Ironworker Metal building systems erector	Grade 10 or equivalent	or	entrance exam
Landscape Gardener	Grade 9 or equivalent	or	entrance exam
Lather-interior systems mechanic	Grade 9 or equivalent	or	entrance exam
Locksmith	Grade 10 or equivalent Must hold a pick license under section 353 of the *Criminal Code (Canada)*	or	entrance exam
Machinist	Grade 11 with a minimum of mathematics 10 or equivalent	or	entrance exam
Millwright	Grade 11 with a pass mark in Mathematics 20 or 23 or equivalent	or	entrance exam
Motorcycle mechanic	Grade 9 or equivalent	or	entrance exam
Painter and decorator	Grade 9 or equivalent	or	entrance exam
Partsman	Grade 10 or equivalent	or	entrance exam
Plumber	Grade 10 with Mathematics 13 or equivalent	or	entrance exam
Power lineman	Pass mark in Mathematics 20 or equivalent	or	entrance exam
Power system electrician	Pass mark in Mathematics 20 or equivalent	or	entrance exam
Printing and graphic arts craftsman Pre-press Press Bindery	Not applicable		Entrance exam

Trade	Educational and other Entrance Requirements
Recreational vehicle service technician	Grade 10 with a pass mark in (i) Mathematics 10 or 13 and (ii) English 10 or 13 or equivalent or entrance exam
Refrigeration and air conditioning mechanic	Grade 11 with a pass mark in Mathematics 20 or 23 or equivalent or entrance exam
Roofer	Grade 9 or equivalent or entrance exam
Sawfiler Sawfiler Circular sawfiler	Grade 10 with a pass mark in (ii) Mathematics 10 or 13 and (iii) English10 or 13 or equivalent or entrance exam
Sheet metal worker	Pass mark in Mathematics 20 or equivalent or entrance exam
Sprinkler systems installer	Grade 10 or equivalent or entrance exam
Steamfitter-pipefitter	Grade 10 with a minimum mark of 65% in (i) Mathematics 13, (ii) Science 10 and (iii) English 13 or equivalent or entrance exam
Structural steel and plate fitter	Grade 9 or equivalent or entrance exam
Tilesetter	Grade 9 or equivalent or entrance exam
Tool and die maker	or entrance exam
Transport refrigeration technician	Grade 9 or equivalent or entrance exam
Water well driller	Grade 9 or equivalent or entrance exam
Welder	Grade 9 or equivalent or entrance exam

Section 3

Designated Occupations

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- A generic summary of the proposed occupation orders for the existing designated occupations, in a 4-column format..... 78
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Summary of Proposed Occupation Regulations (generic[1])

Subject	Proposed	Existing	Comments
Constitution of the occupation	The undertakings of an occupation are set out at the beginning of the regulation. ***Section 2***	Same content contained in the schedule at the end of the regulation.	The *undertakings* of an occupation describe the scope of work of the occupation or the general enterprise, pursuits or purposes for which the occupation is established.
Tasks, activities and functions	The tasks, activities and functions that come within an occupation are described. ***Section 3***	Same content contained in the schedule at the end of the regulation.	The tasks, activities and functions of an occupation are the varied activities performed in the course of carrying out the *undertakings*.
Repeal	The current regulations will be repealed when the new regulations come into force. ***Section 4***	Not applicable	The regulation will be replaced by a new occupation regulation.
Expiry	The occupation regulations will expire on January 31, 2003. ***Section 5***	Not applicable	A section called a "sunset" clause is included to ensure the regulation is reviewed for ongoing relevancy and necessity. This is required by the Government of Alberta's policy on regulatory reform.
Coming into force	The occupation regulations will come into force on January 1, 2001. ***Section 6***		This is the date the amendments to the *Apprenticeship and Industry Training Act* come into force.
		The following program details are currently in regulation: • education requirements • requirements of the training program • requirements for certification.	This information will be contained in Board Orders made by the Board. See Summary on page 78.

[1] This summary describes the proposed occupation regulations. There are currently four designated occupations – construction craft labourer; gas utility operator; plasterer; and warehousing.

Proposed Gas Utility Operator Occupation Regulation

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Definitions

1 In this Regulation,

(a) "gas utility systems" means any kind of gas transmission distribution system including the gas meter and associated piping and fittings and without limiting the generality of the foregoing includes:

(i) gas transmission distribution systems of all pressures;

(ii) gas mains and services;

(iii) pressure controllers and regulators;

(iv) meters and pressure factor meter sets.

(b) "occupation" means the occupation of gas utility operator that is designated as a designated occupation pursuant to the Apprenticeship and Industry Training Act;

Constitution of the occupation

2 The fabrication, installation, testing, operation, alteration, maintenance, inspection, repair and replacement of gas utility systems are the undertakings that constitute the occupation.

Tasks, activities and functions

3 When practising or otherwise carrying out work in the occupation, the following tasks, activities and functions come within the occupation:

(a) determining location, size and materials required from prints and specifications;

(b) compiling material breakdown and takeoff;

(c) applying codes and regulations to installation and maintenance requirements;

(d) installing and maintaining cathodic protection;

(e) locating underground gas systems and completing leak

surveys;

(f) operating and maintaining regulating measuring and odorizing facilities;

(g) following emergency procedures;

(h) assembling and using rigging and trenching equipment.

Repeal

4 The *Gas Utility Operator Occupation Regulation* (AR 68/95) is repealed.

Expiry

5 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on January 31, 2003.

Coming into force

6 This Regulation comes into force on January 1, 2001.

Summary of Proposed Occupation Orders (generic)[2] for existing designated occupations

Subject	Proposed Order	Existing Regulation	Comments
The provisions in this marked area apply to the existing designated occupations. Orders for future designated occupations would focus on the recognition of competencies.			
Educational and other entrance requirements	The requirements to become a trainee in the occupation are outlined in this section. ***Section 2***	Same	This is consistent with the Board's recommendation that program detail be removed from regulation.
Term of training program	The term of the training program and its requirements are prescribed in terms of overall length of time, required hours of work experience and successful completion of formal training. ***Section 3***	Same	This outlines the details of the training program.
Requirements to complete a training program	The requirements to complete a training program are outlined. ***Section 4***	Same	Clarifies the requirements to complete a training program.
Requirements to be granted an occupational certificate	The requirements to be granted an occupational certificate are outlined. ***Section 5***		Clarifies the requirements to be granted an occupational certificate
Coming into force	The occupation orders will come into force on January 1, 2001. ***Section 6***		This is the date the amendments to the *Apprenticeship and Industry Training Act* come into force.

[2] This summary describes the proposed occupation orders from a 'generic' perspective for the four existing designated occupations. A specific example is provided (gas utility operator).

Proposed Gas Utility Operator Order

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Definitions

1 In this Order

(a) "Act" means the Apprenticeship and Industry Training Act;

(b) "occupation" means the occupation of gas utility operator that is designated as a designated occupation pursuant to the Act.

(c) "trainee" means a person who is registered as a trainee in the occupation;

(d) "training program" means a program under which a trainee acquires skill and knowledge in the occupation through work experience and formal training.

Educational and other entrance requirements

2 To become a trainee in the occupation, a person must

(a) have completed Alberta grade 10 or equivalent,

(b) be employed in the occupation, and

(c) have a letter of recommendation from the person's employer.

Term of training program

3 Subject to credit being granted for previous training or work experience, the term of a training program in the occupation is 24 months during which a trainee must acquire at least 3400 hours of work experience and successfully complete the formal training that is required or approved by the Board.

Requirements to complete a training program

4 To complete a training program, a trainee must, with respect to the training program,

(a) have completed the term of the training program that is applicable to that trainee,

(b) in the opinion of the Executive Director, have successfully completed all the requirements required pursuant to the

formal training,

(c) have successfully completed all examinations that are required to be taken, and

(d) with respect to the work experience, be given a satisfactory report by the trainee's employer or supervisor that the trainee has successfully completed the work experience requirements.

Requirements to be granted an occupational certificate

5 In order for a person to be eligible to be granted an occupational certificate under the Act, the person must

(a) successfully complete a training program in the occupation,

(b) *meet other requirements as determined by the occupational committee for the occupation (other requirements, as identified, to be outlined here. If none, this will be removed).*

(c) satisfy the Executive Director that the person has a certificate or document issued in another jurisdiction for a vocation that is substantially similar to the occupation, and successfully complete one or more examinations that are established or otherwise recognized by the Board.

Coming into force

6 This Order comes into force on January 1, 2001.